

SCHOOL OF CITIES | Outreach

The School's mission is to convene urban-focused researchers, educators, students, practitioners, institutions and the general public to explore and address complex urban challenges, with the aim of making cities and urban regions more sustainable, prosperous and just. The School embraces equity and diversity as a source of creativity and inspired scholarship. The School aims to reflect the diversity of people and communities of the local urban region, and is especially committed to the active participation of underrepresented and equity seeking groups, especially Indigenous, Black, immigrant, and racialized people.

The School will reflect a global sense of urbanism, with attention to the interplay between local and global contexts, and the relationships and networks that shape a sense of place. Locally, its scope will include the cities and metropolitan areas that comprise the Greater Toronto Area.

The School's core values will inform its partnerships, and it seeks meaningful collaborations with its partners, recognizing that communities and their members are not sites or objects of research, but actors and collaborators in knowledge-making projects.

The School will serve as a vibrant intellectual hub and living lab for faculty, graduate students and undergrads. It will provide opportunities for students to have firsthand experience in urban research and contribute to the undergraduate experience by increasing the profile of urban studies research and teaching at the University and engaging undergraduates across divisional boundaries in its research activities, and potentially internships with community groups.

Small Grant Funds

Total annual budget:	\$25,000
Maximum per event / initiative:	\$1000
Rolling requests:	\$10k Oct-Dec (Review starts October 8)
	\$10k Jan – April
	\$5k May-August

Purpose:

The purpose of the School of Cities Small Grants Initiative is to support outreach and engagement activities at the University of Toronto that are focused on cities. Initiatives to be supported include lectures, symposia, workshops, labs, displays, film screenings, etc.

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Criteria & Eligibility:

- Maximum of \$1000
- Department, program, faculty or other formal university organization has to also be a sponsor or co-sponsor of the initiative (can be non-budgetary)
- Priority to initiatives that are demonstrated to be multidisciplinary
- Initiatives with community partners are encouraged
- Funds can be accessed once per year/ per program, department, etc.
- Initiative must be scheduled within six months of the funding application
- Faculty, staff, students are eligible to apply
- Priority given to initiatives that are public, free of charge
- Eligible expenses: room rental, catering, event promotion, travel expenses (*all eligible expenses must comply with the University of Toronto's policies*)
- Other expenses to be approved on case by case basis

Process:

To request funds, send an email to Partnerships and Outreach Manager at outreach.sofc@utoronto.ca with a maximum 1-page description, including the following:

- Name/date of activity
 - UofT lead(s): Name, Department
 - Description of Activity
 - Budget – total budget for initiative, plus proposal for how the SoC funds may be leveraged with money from other sources
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- Responses will be provided within 1 week
 - All successful requests will be promoted on the School of Cities website and through social media, and other communications
 - Recipients will acknowledge School of Cities support on any materials and at event
 - Original receipts required for reimbursement
 - Following event, provide a 1 paragraph post-event summary of outcomes

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Non-Budgetary Partnerships

Purpose:

The School of Cities welcomes opportunities to affiliate with UofT initiatives that have an urban focus such as events, lectures, or other activities. Please see below for details on the criteria and process that we will use to establish non-budgetary partnerships. Non-budgetary partnerships with the school will enable the use of our logo on event materials, promotional support through School of Cities communication channels, and other means as determined on a case-by-case basis.

Criteria:

- Urban-focused
- University of Toronto department, program, club, lab etc is also a sponsor

Process:

To request permission to include the School of Cities as a partner at your event, send an email to outreach.sofc@utoronto.ca with the following details:

- Name/date of activity
- UofT lead(s): Name, Department
- Description of Activity (1-2 sentences)
- Provide details about event / initiative so that the School of Cities can assist with promotion
- Responses will be provided within one week

