



September 15, 2011

Dear Dean Peacock:

With anticipated funding of approximately \$380,000 in 2012/13, the Informal Learning Space Committee (ILSC) is inviting all Faculties and Schools to submit informal learning space project(s) for consideration.

The ILSC was formed under the Vice-President, Students portfolio in 2001. The Committee promotes, supports, and guides initiatives aimed at developing and/or enhancing UBC's informal learning spaces by evaluating, prioritizing, and allocating funds in response to requests for improvement or creation of informal learning spaces. The Committee is comprised of representatives from various stakeholder groups (Faculties, service units, and students).

Classroom Services coordinates activities on behalf of the ILSC.

ILSC funding is typically up to a maximum of \$50,000 per project.

Faculties must provide at least 50% of the project funding and the ILSC contribution will be on a matching dollar-for-dollar basis up to \$50,000.

Applications will be assessed based on criteria outlined in the Project Priority Criteria worksheet (appended). There will be a review of projects following completion (typically at the one-year anniversary of completion) to determine how successfully the project has met its objectives.

Please forward this invitation to your Department Heads, Chairs, and Undergraduate and departmental Student Societies. Applications should be submitted by way of the Request for Funding form at:

<http://www.students.ubc.ca/mura/classroomservices/index.cfm?LinkServID=E3E4110C-C295-9743-F089038F3A217F40&showMeta=0>

Requests must be received by 31 October, 2011 to be considered for the 2012/2013 allocation. The Committee will adjudicate submissions and inform by 15 December, 2011.

For additional information regarding the Informal Learning Space initiative on campus, please visit our webpage: <http://www.students.ubc.ca/classroomservices/projects/informal-learning-spaces/>

If you have any questions about this process, please contact Edward Cheng via email at [edward.cheng@ubc.ca](mailto:edward.cheng@ubc.ca) or by telephone at 604.827.5029.

Yours sincerely,

A handwritten signature in black ink that reads "Louise Nasmith".

Louise Nasmith  
Vice President, Students pro-tem and  
Chair, Informal Learning Space Committee

cc: Informal Learning Space Committee, UBC



PROJECT PRIORITY CRITERIA

NO.	ISSUE
1	Is there a strong need for this social space
2	Will it serve a diversity of students
3	Will it promote student faculty interaction
4	Is it well located on campus to serve the intended student group
5	Is the space compatible with the setting and purpose
6	Is it well situated in the building - near entrance, etc.
7	Is there access to daylight
8	Is there adequate access to nearby washrooms
9	Is it quiet enough for studying
10	Is there sufficient space for the number of individuals
11	Is there sufficient space for expansion should it be necessary
12	Is there adequate proximity to amenities - food services, etc.
13	Are the mechanical systems adequate for this use
14	Is there adequate access to electrical services
15	Is the timeline for development realistic
16	Is there value for money