



KPUAA Sponsorship Fund Application

The Kwantlen Polytechnic University Alumni Association (KPUAA) offers an allocated budget for Kwantlen University events and Kwantlen alumni related events which help further the mission and mandate of the KPUAA to support existing and future Alumni.

The KPUAA is dedicated to supporting the continued success of Kwantlen alumni by providing them with valuable programs and initiatives, and aims to raise awareness about the value of higher education and make a positive impact on society locally and beyond. The funds will be used to assist faculty, student groups, and alumni with projects/events that will enhance the university experience for alumni and future alumni.

Application acceptance will be handled by a selections committee and the funding program will be administered by the KPUAA. The committee will review applications and determine the projects/events that best meet the requirements.

Call for submissions are bi-annually with applications being accepted during spring and fall.

Proposal requests must be approved by the Dean or appropriate department head, but can be submitted by, students, faculty, and staff. For alumni group requests, the request should be approved by the group lead. Each sponsorship request must not exceed the amount of \$1,500.

Requirements

Funding is available for groups only and requirements are as follows:

1. Must provide a direct benefit to alumni and future alumni, with priority given to those projects/events that will benefit the highest number of individuals.
2. Consideration given to activities that increase the profile of Kwantlen Polytechnic University Alumni Association.
3. Funds committed on a one year basis and multi-year funding not available.
4. Funds must be used within six months after application approval.

Please note:

- *All applications must be approved and signed by the appropriate Dean/AVP for internal KPU requests.*
- *Preference may be given to new events in each funding cycle to help support the growth of alumni activities within KPU and in the community.*



KPUAA Sponsorship Fund Application

Please indicate which group you belong to below:

- Faculty
- Department
- Student/Alumni group

Please indicate if you are applying for a Student or an Alumni related event.

- Student Event
- Alumni event
- Both

GROUP: The name of the Faculty/Department/Student or Alumni Group.

MEMBERS & ROLES: The name of all the members of the Faculty/Department/Student or Alumni Group involved in the event and defined roles.

NAME: The name of the event.

SPF NUMBER: Please provide the SPF number (special purpose fund) for this event if it is an internal event.



KPUAA Sponsorship Fund Application

DATES: Proposed dates of the event.

HISTORY: Is this an annual event or a one-time event? Please provide all related historical information.

AUDIENCE: What is the audience profile of the event? How many people are expected to attend?

DESCRIPTION: Describe the event by including the event's main elements, objectives and all relevant information.



KPUAA Sponsorship Fund Application

TIMELINE: Please provide a timeline of the activities that need to take place with key dates and milestones.

COMMUNICATIONS: How do you intend to market your event and recognize KPUAA?

IMPACT & BENEFIT: Please articulate the benefits to the University and the Alumni community. How does your event align with the vision and commitments of the Kwantlen Polytechnic University Alumni Association (KPUAA)?



KPUAA Sponsorship Fund Application

BUDGET: Please specify the amount of your request, provide your event budget, and indicate the amount of sponsorship this event requires as well as how the money will be spent. If this event includes a fee to participate please include the ticket price and the number of tickets expected to sell.

FUNDING: Identify other sources from which funding has been or will be sought from and the appropriate amounts.

RANKING: If your Faculty/Department is submitting more than one application please have the Dean/AVP rank this application in order of priority.



KPUAA Sponsorship Fund Application

SIGNATURES:

Dean/AVP (applicable if this is an internal request)

Applicant:

Signature

Signature

Print Name

Print Name

Date

Date

Submitting your Application

Please submit an electronic application.

Electronic applications can be emailed to alumni@kpu.ca

If you need to send a hard copy of the application, please send it to:

Attention: Shina Boparai

Office of Advancement, Alumni Relations

Surrey campus, Room 2105

12666 – 72 Avenue

Surrey, BC V3W 2M8