



Office of Equity and Inclusive Communities

OEIC Sponsorship Fund - APPLICATION FORM

Upcoming Application Deadlines

Applications can be submitted between April 1 and February 28 of the fiscal year. Projects or initiatives must be completed by the end of March at the latest. Applications submitted in March may be considered for sponsorship in the following fiscal period.

Please see the [OEIC Sponsorship Fund Guidelines](#) for further information about award timelines, conditions, and other considerations.

Completed applications (and any additional documentation) should be submitted electronically to oeic@kpu.ca with the subject line – “OEIC Sponsorship Fund Application”.

Applicant Information

Name(s) of Applicant or Applicant Group Members:	
Phone Number(s):	
Relationship to KPU (student, staff, faculty)	
Affiliation(s) (department, program, club, etc.):	
KPU Email Address(es):	
External Email Address(es) for non-KPU group member(s) (if applicable):	



Project/Event/Initiative Information

Title of Project/Event/Initiative:	
Brief description of the Project/Event/Initiative: (for publication on the OEIC website; 75 words max.)	
Dates/Timeline of the Project/Event/Initiative: (Note: Funding cannot be spread over two fiscal years)	
Total Budget Requested from OEIC:	
Total Budget Requested or Received from other sources (if applicable):	
This Project/Event/Initiative has been carried out on previous occasions. If so, from what sources was it funded (if applicable):	

Project/Event Description

Using the form on the next page, please submit a more extended (300-600 words) description of your initiative that includes the following:

<p>1. A statement of objectives or outcomes of the event or initiative that makes clear reference to KPU's commitment to equity, diversity, inclusion, anti-racism, decolonization, social sustainability, accessibility, and intersectional social justice outlined in:</p> <p>a. Institutionally adopted commitment documents and goals of groups</p>	
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<p>posted on KPU's Vision 2026, or relevant policies;</p> <p>b. In existing or forthcoming reports and plans such as; Task Force on Anti-racism Report, EDI Action Plan, xé?elł - Pathways to Systemic Transformation, and the Accessibility Plan.</p>	
<p>2. The main elements of the initiative</p> <p>a. Dates</p> <p>b. Venues</p> <p>c. Expected number of members of the university community reached (including all relevant dates and venues).</p>	
<p>3. Overview of the impacts of the initiative on students, faculty, and the KPU community, and how they will be measured.</p>	

Project/Initiative Budget

Your budget *must* include:

1. Complete budget categories (*i.e. breakdown of the specific uses of the amount requested, including which items would be covered by OEIC resources*);
2. Identification of the amounts and uses of committed and/or requested funds and donations from other sources, including in-kind donations or services;
3. Explanation of how the budget will be modified if requested funds from various sources are not secured.

Please fill out the following table to indicate revenues and expenses for your project.

Expenditures

Expense Item	Total Cost of Item	Requested Funds from OEIC (\$ amounts)	Requested Funds from Other Sources (\$ amounts)	Requested In-kind Support from Other Sources	Notes



Totals	\$	\$	\$	\$	

Revenues

Source	Cash	Gift-in-kind	Total	Status (pending or confirmed)	Notes
Totals	\$	\$	\$		

If you are not successful in receiving funding from all requested sources, how will your budget be adjusted?



Required Signatures*

_____	_____
Applicant	Approved Signer*
_____	_____
Print Name	Print Name
_____	_____
Date	Date

Special Purpose Fund Code *(to be completed by the above Approved Signer)*

This portion needs to be completed in order to transfer sponsored funds

*Please have your application signed by an approved signer **before** submitting it to OEIC. Approval is required in order for your application to be considered by OEIC.

Approved Signers - *Approved individuals for signing include **only** the following:*

- Diane Purvey, Provost and Vice President Academic (pro-tem)
- Zena Mitchell, Vice President, Students
- Shelley Boyd, Dean, Faculty of Arts
- Andhra Goundrey, Dean, Wilson School of Design
- Brett Favaro, Dean, Faculty of Science and Horticulture
- Sharmen Lee, Dean, Faculty of Health
- Laura McDonald, Dean (pro-tem), Faculty of Trades and Technology
- Stephanie Howes, Dean, Melville School of Business
- Aimee Begalka, Dean, Faculty of Academic and Career Preparation

Funds

All approved applications will require an SPF to be set-up for the transfer and tracking of funds for the approved event/initiative. SPFs should be set up and accessed through the administrative unit of the approved signer. All OEIC funds must be expensed in the fiscal year in which they are transferred.

Conclusion of Event/Initiative

A ~500-word report on project outcomes must be submitted to oeic@kpu.ca within one month of the conclusion of the project/event/initiative. It may be shared with OEIC and/or posted on the OEIC website.

If possible, a photographic or visual report of the execution of the event/initiative should be attached.