

Office of Equity and Inclusive Communities

OEIC Sponsorship Fund - GUIDELINES

OVERVIEW

The Office of Equity and Inclusive Communities Sponsorship Fund supports projects, events, and initiatives that further the goals of equity, diversity, inclusion, anti-racism, decolonization, social sustainability, accessibility, and intersectional social justice at KPU.

2024-25 DEADLINES

Please keep in mind the following guidelines:

- ✓ Applications must be for projects, events, or initiatives taking place within the current fiscal year (April 1 to March 31) of the sponsorship call.
- ✓ The funding cannot span across two fiscal years and must be utilized within the fiscal year in which the funds are transferred to your SPF. The closing date of the relevant fiscal year will be specified in the award confirmation letter sent to successful applicants.
- ✓ Applications should be submitted before the start of the proposed projects/events/initiatives; retroactive support or payment of expenses incurred prior to the approval of the submitted application will not be considered.

APPLICATION AND AWARD DETAILS

All members of the KPU community (students and employees) are encouraged to apply.

The maximum amount of each sponsorship is \$1,000. Actual award amounts will vary based on available funds; full amount requested in the application is not guaranteed.

Applications must be submitted using the **OEIC Sponsorship Application Form**, which can be downloaded at <https://www.kpu.ca/oeic/sponsorship-fund>

Please, ensure applications are **signed by an approved signer** and include an **SPF account** number in the designated area before being submitted to OEIC. The list of approved signers can be found on the Application Form, and their offices can provide the relevant SPF account number.

The **Title** and **Brief Description** of your projects/events/initiatives may be utilized in public records or promotional materials about the **OEIC Sponsorship Fund**, so please ensure they are clear and concise.

When submitting **Budget Information**, please provide as much detail as possible at the time of application. While we understand that budgets are projections, successful applications must demonstrate a clear understanding of how funds will be utilized, and what other funding sources have been secured or are being pursued. Incomplete budget submissions will not be considered.

Send completed applications to oeic@kpu.ca, subject line "**OEIC Sponsorship Fund Application.**"

EVALUATION CRITERIA

A committee established by OEIC will evaluate the applications.

When considering applications, the decision normally considers the following:

- ✓ Potential to further the goals of equity, diversity, inclusion, anti-racism, decolonization, accessibility, social sustainability, and intersectional social justice at KPU, as outlined in the [institutionally adopted commitment documents](#) such as [Vision 2026](#); and/or in existing or forthcoming reports and plans such as the [Task Force on Anti-racism Report](#), the EDI Action Plan, [xé?ełł - Pathways to Systemic Transformation](#), and the [Accessibility Plan](#).
- ✓ Potential scope of the project/event/initiative
- ✓ Plan for measuring or demonstrating the impact of the project/event/initiative
- ✓ Potential for building partnerships, both with across KPU and with community organizations
- ✓ If it is an ongoing initiative, potential for the project/event/initiative to become financially sustainable on an ongoing basis (through other funding sources)
- ✓ Other considerations include the following:
 - If the applicant/area has been awarded or applied for other available funding sources (i.e. UDEC Sponsorship, Faculty grants, etc.)
 - Are funds available from other sources at KPU that are better aligned with the event or initiative?
 - Will the event be accessible? Please see <https://www.kpu.ca/access/event-planning> for recommendations regarding accessibility.

FURTHER CONDITIONS

- ✓ In order to encourage wide use of the fund, no awardee may receive more than one OEIC Sponsorship in the same fiscal year.
- ✓ The OEIC fund is not intended to fund any individual projects/events/initiatives on an ongoing or annual basis. Projects previously sponsored by the OEIC typically will not, or may not, be considered for additional funding in the future.
- ✓ Student research projects should first exhaust funds available to students through the [Office of Research Services](#).
- ✓ Initiatives involving research should include a plan or event for knowledge translation/ dissemination to the KPU community.

NOTIFICATION OF THE OEIC DECISION

Sponsorship decisions will be made by the OEIC approximately two to three weeks after the application is submitted. Applicants will be notified by email as soon as possible after this, to begin the administrative process of transferring approved resources.

USE OF FUNDS

Following notification of your sponsorship, funds will be transferred to the SPF Account designated in your application. Receipts must be provided to the administrator of that account (i.e. the office of your approved signer, **not** OEIC) to obtain reimbursement for your expenses.

All awarded funds must be spent by the end of the fiscal year (April 1 – March 31) in which they are transferred to your approver's SPF. Any unspent funds will not be eligible to be carried over, and must be returned to the OEIC.

Any changes to the use of funds from that stated in approved applications must be authorized by OEIC prior to expenditure. Please send any requests for modification to your approved budget to oeic@kpu.ca and include a brief rationale for the changes.

ACKNOWLEDGEMENT OF SUPPORT/USE OF OEIC LOGO

Promotional materials and communications about your projects/events/initiatives should indicate that sponsorship was provided by the Office of Equity and Inclusive Communities (OEIC) and include, if possible, the OEIC logo. For a high-resolution file of the approved logo, please contact oeic@kpu.ca.

FINAL REPORT

A final report of approximately ~500 words must be sent to the OEIC. The report may focus on the outcomes, challenges, and future plans for the project/event/initiative.

Reports must be submitted within 30 days of the completion of the event for applicants to be considered for future awards. If you have photos, visuals, or posters of the event, we would appreciate receiving them with the report.

Thank you for your interest in the OEIC Sponsorship Fund. Please feel free to contact oeic@kpu.ca with any additional questions.

We look forward to receiving your application!