



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:	
Relationship to KPU (student, staff, faculty)	
Affiliation(s) (department, program, club, etc.):	
KPU Email Address(es):	

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 - maximum execution period by March 2027).	
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:

that includes the following:

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:
 - a. Institutionally adopted commitment documents and goals of groups posted on KPU's [Vision 2026, or relevant policies](#);
 - b. In existing or forthcoming reports and plans such as the Task Force on Anti-racism Report, the EDI Action Plan, the Accessibility Plan, and xé?elł - Pathways to Systemic Transformation. [Resources | Kwantlen Polytechnic University](#)



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2. The main elements of the initiative:

a. Dates	
b. Venues	
c. Expected number of members of the university community reached	
d. Expected number of guests or external participants	

3. Overview of the benefits of the initiative to students, faculty, the KPU community, or the community in general, if applicable.

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4. Description of how these impacts described in the previous point will be measured.

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 (SPF) Information *(to be completed by the above Approved Signer) **



SPF #*

Contact person for the transfer (e.g., DBM)

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:*

David Burns, Provost and Vice President Academic *pro tem*
Zena Mitchell, Vice President, Students
Shelley Boyd, Dean, Faculty of Arts
Carley Hodgkinson, Dean (*pro tem*), Wilson School of Design
Laura McDonald, Dean, Faculty of Trades and Technology
Carlo Tala, Dean, (*pro tem*), Faculty of Health
Rob McTavish, Dean (*pro tem*), Faculty of Academic and Career Preparation
Bryan Webber, Dean Melville School of Business
Brett Favaro, Dean, Faculty of Science
Christina Neigel, University Librarian

Important information:

Funds

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

Note: Payments and expenses cannot be covered/recorded after March of each fiscal year.



Conclusion of Event/Initiative

The **OEIC Sponsorship Fund – Final Report of Execution of Funds Form** must be submitted to oeic@kpu.ca within one month of the conclusion of the event/initiative using the **OEIC Sponsorship – Final Report Form**. 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.

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!

OEIC.