

University Diversity and Equity Committee

UDEC Sponsorship Fund – APPLICATION FORM

Upcoming Application Deadlines

- **1st*** of each month in which UDEC meets (September to June)
- *When the 1st falls on a weekend, applications are due the following Monday.

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

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

Applicant Information.

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

Project/Event Information.

Title of Event/Project:	
Brief description of the Event/Project:	

(for publication on the UDEC website; 75 words max.)	
Dates/Timeline of the initiative: (Note: Funding cannot be spread over two fiscal years)	
Total Budget Requested from UDEC:	
Total Budget Requested or Received from other sources (if applicable):	
Previously received funds from UDEC for this initiative (if applicable):	

Project/Event Description.

Using the form on the next page, please submit a more extended description of your event/initiative 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: <ul style="list-style-type: none"> 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, and xé?elł - Pathways to 	
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Systemic Transformation, and the Accessibility Plan.	
2. The main elements of the initiative <ol style="list-style-type: none"> Dates Venues Expected number of members of the university community reached (including all relevant dates and venues); 	
3. Overview of the benefits of the initiative to students, faculty, the KPU community, or the community in general if applicable.	
4. Description of how these impacts described in the previous point will be measured.	

Project/Initiative Budget

Your budget *must* include:

- Complete budget categories (*i.e. breakdown of the specific uses of the amount requested, including which items would be covered by UDEC monies*);
- Identification of the amounts and uses of committed and/or requested funds and donations from other sources, including in-kind donations or services;
- Indication of how the budget will be adjusted if requested funds from various sources are not obtained.

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

Expenditures

Expense Item	Total Cost of Item	Requested Funds from UDEC	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 funds from OEIC

*Please have your application signed by an approved signer **before** submitting it to UDEC. Approval is required in order for your application to be considered by UDEC. If you are not sure who should sign your application, please inquire via udec@kpu.ca

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

Diane Purvey, Provost and Vice President Academic
Zena Mitchell, Vice President, Students
Shelley Boyd, Dean, Faculty of Arts
Andhra Goundrey, Dean, Wilson School of Design
Amy Jeon, Interim Dean, Faculty of Science and Horticulture
Sharmen Lee, Dean, Faculty of Health
Laura McDonald, Dean, Faculty of Trades and Technology
Heather Harrison, Interim 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 UDEC 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 udec@kpu.ca within one month of the conclusion of the event/initiative. It may be shared with UDEC and/or posted on the UDEC website. If possible, a photographic or visual report of the execution of the event/initiative should be attached.