



University Diversity and Equity Committee

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

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

Applicant Information.

1. Name(s) of Applicant or Applicant Group Members:	
2. Relationship to KPU (student, staff, faculty, etc.)	
3. Affiliation(s) (department, program, club, etc.):	
4. KPU Email Address(es):	

Project/Event Information.

1. Title of Event/Project:	
2. Total Budget Requested from UDEC:	\$



3. Total Budget Requested or Received from other sources (if applicable):	\$
4. Previously received funds from UDEC for this initiative (if applicable):	\$
5. Brief description of the Event/Project: (for publication on the UDEC website; 75 words max.)	
6. Dates/Timeline of the initiative: (Note: Funding cannot be spread over two fiscal years - maximum execution period by March 2027).	

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:
 - 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 UDEC monies*);
- 2. Identification of the amounts and uses of committed and/or requested funds and donations from other sources, including in-kind contributions or services;
- 3. 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 (if applicable)

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?

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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 funds from OEIC.*

****Please have your application signed by an approved signer *before* submitting it to UDEC.**



Approval is required 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:*

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

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

We look forward to receiving your application!

UDEEC.