



President's Diversity and Equity Committee

PDEC Sponsorship Fund - GUIDELINES

OVERVIEW

The President's Diversity and Equity Committee Sponsorship Fund supports events and initiatives that further the goals of equity, diversity, inclusion, anti-racism, decolonization, and intersectional social justice at KPU.

2023-24 DEADLINES

- **1st*** of each month in which PDEC meets (September to November and January to June)
*When the 1st falls on a weekend, applications are due the following Monday.
- Applications may be submitted for events/ initiatives occurring any time in the subsequent 11 months.
- Funding may not be spread over two fiscal years; it must be spent and expensed within the fiscal year in which the funds are transferred to your SPF. The relevant fiscal year end date will be noted on the award confirmation letter sent to successful applicants.
- Funding for events/ initiatives taking place in a fiscal year subsequent to that in which the application is submitted is subject to the continued approval of the PDEC Event/Sponsorship Fund budget.
- Applications must be submitted prior to the start of the proposed initiative; retroactive awards are not considered.

APPLICATION AND AWARD DETAILS

All members of the KPU community (students, employees, affiliated organizations) are encouraged to apply. External applicants must apply in conjunction with a KPU partner.

The maximum amount of each award is \$2,000. Actual award amounts will vary; funding of full asks is not guaranteed.

Applications must be submitted using the **PDEC Sponsorship Application Form**, which can be downloaded at <http://www.kpu.ca/pdec/event-fund>.

Applications must be **signed by an approved signer** and include an **SPF account number** in that signer's area **before** being considered by PDEC. Please allow enough time to obtain this signature and number prior to the application deadline. A list of approved signers is included on the Application Form; their offices can provide the relevant SPF account number.

The **Title** and **Brief Description** of your event/project may be used in public records or promotional information about the PDEC Sponsorship Fund, so please make these especially clear and succinct.

When submitting **Budget Information**, please be as detailed as you can be at the time of application. While we realize budgets are projections, successful applications must include a clear sense of how funds will be used, and what other funding sources have been obtained and/or are being sought. Applications without a reasonably complete budget will not be considered.

Completed Applications to pdec@kpu.ca, with the subject line "PDEC Sponsorship Fund Application." Deadlines are noted above.

EVALUATION CRITERIA

In considering applications, the Committee typically factors in the following:

- Potential to further the goals of equity, diversity, inclusion, anti-racism, decolonization, accessibility, and intersectional social justice at KPU, as outlined in Policy HR15 – Diversity and Inclusiveness and other relevant policies; in the institutionally adopted commitment documents and goals of groups posted on KPU's [EDI webpage](#); and/or in existing or forthcoming reports and plans such as the Task Force on Anti-racism Report, the EDID Action Plan, and xé?eH - Pathways to Systemic Transformation.
- Plan for measuring or demonstrating the impact of the event/ initiative
- Potential reach of the event/ initiative
- Potential for building partnerships, both with other areas at KPU and with community organizations
- Potential for the event to become financially sustainable on an ongoing basis (through other funding sources)
- Other considerations include the following:
 - If the applicant/ area has been awarded PDEC funds in the past, was a final report submitted?
 - 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 PDEC award in any twelve-month period.
- The PDEC fund is not intended to fund any single event/initiative on an ongoing or annual basis. Projects previously sponsored by PDEC will typically not be considered for further funding.
- Faculty expenses that may be supported through [research](#), [professional development](#), or [teaching and learning innovation](#) funds, or through [OER grants](#) (including conference, workshop, coursework, or publication costs) are not typically eligible for sponsorship.
- Student research projects should first exhaust funds available to students through the [Office of Research Services](#).
- The PDEC fund is not intended to compensate for time spent on research or scholarship.
- Initiatives involving research should include a plan or event for knowledge translation/ dissemination to the KPU community.

NOTIFICATION OF COMMITTEE DECISION

Award decisions will be made by the committee at the next PDEC meeting following each application deadline. Applicants will be notified by email as soon as possible after this, typically within 3 weeks of application deadlines.

USE OF FUNDS

Following notification of your award, 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** the President's office) 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 President's Office.

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

ACKNOWLEDGEMENT OF SUPPORT/USE OF PDEC LOGO

Promotional materials and communications about your event/initiative should clearly indicate that sponsorship was provided by the President's Diversity and Equity Committee (PDEC) and include, if possible, the PDEC logo. For a high-resolution file of the approved logo, please contact pdec@kpu.ca.

FINAL REPORT

A final ~600-word report reiterating intended outcomes and indicating how they have been met must be submitted to PDEC within one month of the conclusion of your project/ event/ initiative. Reports must be submitted in order for applicants to be considered for any future awards.

Thank you for your interest in the PDEC Sponsorship Fund. Please feel free to contact pdec@kpu.ca with any additional questions. We look forward to receiving your application!