Indigenous Initiatives Visitorship Fund

The Office of Indigenous Initiatives invites applications for grants from the *Indigenous Initiatives Visitorship Fund*. The purpose of the *Fund* is to enhance the student learning experience by advancing reconciliation/conciliation on campus; promote an understanding of Indigenous histories, perspectives, and contemporary issues within the university community; and-or build relationships with Indigenous communities, organizations and individuals to foster mutually beneficial collaborations which enhance Indigenous education opportunities and research collaborations.

**Overview**

**I. Eligibility**
- All members of the Queen’s community are welcome to submit an application to the *Indigenous Initiatives Visitorship Fund*. Applications from faculty members will be given priority consideration.

**II. Selection Criteria**
- Grants from the *Indigenous Initiatives Visitorship Fund* are intended to assist in covering the costs of inviting external speakers to the university and-or organizing a scholarly event that speaks to the intended purpose of the Fund.

**III. Selection Process**
- Applications will be reviewed by an adjudication committee chaired by the Director, Indigenous Initiatives. In reaching its decision, the adjudication committee looks at the suitability of the speaker and/or event and the impact the visit or event would have on advancing reconciliation/conciliation and promoting Indigenous ways of knowing.

**IV. Items Eligible for Funding**
- Speaker fees and associated expenses
• Room and equipment rentals for meetings and conferences
• Supplies (such as labels, paper, etc.)
• Marketing, promotional or communication expenses
• Travel expenses
• Purchase of food or beverages
• Volunteer recognition tokens of appreciation
• Other operating expenses, not excluded below

V. Items Not Eligible for Funding
• Purchase of equipment
• Expenses such as charitable donations, wages or honoraria
• Expenses in support of individuals attending a meeting or conference

VI. Guidelines
• Invitations to apply for funding will be extended once in the fall term and once in the winter term.
• Deadlines to submit applications are as follows: August 15th for the fall term and December 15th for the winter term.
• Applications for funding will be accepted up to $2,000.
• Up to five grants will be awarded per academic year.
• Applicants may only apply once per academic year.
• Applicants are reminded that all events sponsored by Queen’s University are to be accessible to people with disabilities. In their planning, applicants must give accessibility the highest priority.
• Successful applicants will make all arrangements for the visit and/or scholarly event and be responsible for coordinating their event, along with hosting visitors while on campus.
• Support from the Indigenous Initiative Visitorship Fund should be acknowledged in each publication, program, credits, etc.
• Application will not be considered for expenses already incurred.

VII. Terms and Conditions
• After the visit or scholarly event, applicants must submit a report within 45 working days of the event, including a breakdown of actual revenues and expenditures and a list of activities associated with the invited speaker/event.
• Please note that any unused portion of a grant must be returned to the Office of Indigenous Initiatives. The Office of Indigenous Initiatives is not responsible for covering deficits of visits/events that cost more than the anticipated budget.

VIII. Application Form
• A completed application form is essential for consideration by the adjudication committee.
• Applications may vary the length of the sections, but the content of the application form is limited to five pages.
• You may include up to 10 pages of supporting documentation, such as curriculum vitae, letters of support, abstracts of previous keynote addresses, etc.
• One electronic copy of your application should be sent to indigenous.initiatives@queensu.ca. All submissions will be held in confidence.

If you have any questions regarding this application process please send all enquiries to indigenous.initiatives@queensu.ca