



OFFICE OF INDIGENOUS INITIATIVES

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 award 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 publications, programs, credits, etc.
- Application will not be consider 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