

Office of the Vice-Principal (CEI) Inclusive Community Fund Guidelines

Introduction

Queen's University is committed to fostering an inclusive and welcoming environment where diversity is valued and celebrated by all members of the campus community. The Inclusive Community Fund, established in 2018 with a \$50,000 annual contribution from the Office of the Vice-Principal (CEI), supports this commitment by providing financial assistance to students, faculty, and staff for programs, events, initiatives, or projects that promote a more inter-culturally informed, tolerant, and inclusive campus.

Importantly, this fund is specifically intended to support initiatives or events that fall outside the regular mandate and budget of departments. It is **not** designed to assist with routine or departmental activities or events that are part of established programming. Instead, the fund aims to back innovative, community building activities that **address Indigenization, equity, diversity, inclusion, accessibility and antiracism, increase understanding of diverse identities, celebrate difference, or otherwise foster a respectful and inclusive community at Queen's.**

Any Queen's student or employee may apply, with maximum awards generally set at \$3,000. Applications need to be received at least two weeks before the event. The successful applicants are responsible for managing all aspects of their project, initiative, or event, and must acknowledge support from the Inclusive Community Fund in their publications, programs, or credits. Applications for reimbursement of expenses already incurred will not be considered.

All events at Queen's are to be accessible to persons with disabilities. Guidelines on accessible event planning can be found on the [Accessibility Hub](#).

Eligible Expenses

- Supplies and promotional materials for events
- Speaker fees, honorariums and associated expenses;
- Venue and equipment rentals for events;
- Food and/or non-alcoholic beverages for events;
- Service costs that make the event or initiative accessible; and
- Other operating expenses, not excluded below.

Non-eligible Expenses

- Expenses arising from events or initiatives that have the effect of marginalizing, discriminating against, harassing, and/or excluding any identifiable group of persons;
- Expenses arising from events in support of political parties;
- Expenses arising from research projects and/or departmental activities/events that are part of established mandates, programming, or budgets
- Equipment purchases;
- Alcohol;
- charitable donations or wages,
- Expenses in support of an individual attending a meeting or conference outside of Kingston; and
- Expenses that have already occurred

Selection Criteria:

Each project proposal will be reviewed and judged in relation to the following criteria:

- The extent to which the project, initiative, or event promotes a more inter-culturally informed, tolerant, and inclusive campus community.
- The extent to which the project, initiative, or event is open to Queen's and/or the broader community.
- The extent to which the project, initiative, or event enhances the quality of the student or employee experience at Queen's.
- The extent to which the project, initiative, or event promotes Queen's in a positive manner.

Proposal Format

Proposals must include project title and description. The description should address the following:

- The name(s) of the individual(s) or group(s) proposing the project;
- The purpose of the project;
- The intended audience;
- The proposed date;
- Affiliation with any other special event;
- Actions taken to ensure the project, initiative, or event is accessible to people with disabilities;
- Proposed activities; and

- Desired outcomes and methods of measuring success.

Inclusive Community Fund Committee

Funding awards will be determined by the Inclusive Community Fund Committee based on the funding award criteria for the program. Final approval is with VPCEI.

Funding Decisions

Approval and funding amounts will depend on:

- Availability of funds and the total number of requests received.
- How well the project, initiative, or event aligns with the selection criteria.
- Giving priority to applicants who have not previously received funding.
- Excluding funding for recurring events that receive support every year.
- Providing support for student-led initiatives or events that fall outside the regular mandate and budget of departments.

Report

Successful applicants must submit a report within 30 days after the completion of the project. The report should include:

- Title or name of project.
- Names and contact information of person(s) completing the report.
- Scope and number of persons that participated in the project, initiative, or event.
- Copies of promotional materials, programs, etc.
- Description of the event and how it contributed to a more inter-culturally informed, tolerant, and inclusive campus community. Include copies of media coverage if applicable and available.
- Final budget including a breakdown of how the funds were spent.

Future applications to the Inclusive Community Fund will not be considered unless and until this report is submitted. Please submit your report electronically to vpcei@queensu.ca.

Please Note:

Successful applicants must agree to return any unspent funds. The Office of the Vice-Principal (CEI) is not responsible for covering deficits of projects, initiatives, or events that cost more than the anticipated budget.

Sponsorship of a project, initiative, or event through the Inclusive Community Fund does not make it a Queen's-sanctioned event. As such, the university assumes no liability out of or in consequence of any attendance or participation in an activity or event.