



UNIVERSITY OF TORONTO
FACULTY OF KINESIOLOGY & PHYSICAL EDUCATION

Equity Ideas Fund Application

The Faculty of Kinesiology and Physical Education (KPE) strives to create and maintain a welcoming and inclusive atmosphere for all students and members in all our facilities – one that is aligned with University policies, guidelines and statements on equity, diversity and excellence. To this end, the Faculty has made a systemic commitment to equity through a variety of targeted strategies and initiatives.

The U of T Sport & Rec Diversity & Equity Team, was formed by the Faculty to provide an opportunity for student leaders to collaborate and receive mentoring from staff for various equity initiatives, in support of the Faculty's goals of diversity and equity within physical activity/health. The Diversity & Equity Team welcomes the opportunity for students from all three campuses to initiate, develop and propose an initiative in the form of an event and/or project, which meets and advances the Faculty's equity goals and aspirations. Proposed initiatives must be related to diversity and equity, as well as physical and/or mental health and wellness. The proposal will be reviewed, and if approved, funding up to \$500 can be secured through the Equity Ideas Fund.

Terms of Reference:

- To develop a proposal and budget for a project or program that supports equity and diversity, as well as physical and/or mental health and overall wellness
- To collaborate with at least one UofT-affiliated student club/association
- To ensure that the proposed event aligns with KPE equity initiatives, in terms of scheduling as well as content
- To track and update progress and expenses for equity initiatives
- To deliver a final report, as well as all the materials for reimbursement within 10 business days after the approved event

Eligibility Criteria:

1. Must be student organizations or organizations associated with on-campus services and programs for students at the University of Toronto. The funds must be applied to events or projects aimed at students at the University of Toronto.
2. The events or projects must be not-for-profit, which means the fee of admission for attending should be free.

3. Organizations must be able to collaborate with at least one other organization in the University of Toronto. (Note that under exceptional circumstances we will consider applications from an organization who intends to find and collaborate with other organization(s), if they can clearly demonstrate how they are aligned with The Diversity & Equity Team objectives. If necessary, we will also assist in connecting two organizations for one project or event. A contact list of student organizations as potential partners will be sent upon request after submission of application).

A maximum of **\$500** will be allocated per program or event. Each student organization may apply to the Equity Ideas Fund for one event per academic year. Original receipts/invoices will be required for reimbursement/payment. A total of \$5,000 will be allocated for the student-initiated programs or events as Equity Ideas Fund 2018 - 2019.

Submit proposals to: equityideasfund.kpe@utoronto.ca

A. Background Information

Name of Student Leader _____

Email _____

Phone number _____

Student Organization _____

Faculty/Department Affiliation _____

Background and Description of **Your Organization**

Partner Student Organization(s) _____

Background and Description of **Your Partner Student Organization(s)**

B. Link to KPE's commitment to equity (explain how this event can contribute to equity and physical activity/mental health/wellness among under-represented groups).

C. Outcomes/Impact

Please provide 3 outcomes that indicate that your event or project will make a positive impact on the community.

D. Project or Event Description

Title of the Project or Event _____

Purpose of the Event _____

Description of Activity _____

In addition to a maximum of **\$500** (more details see section **J. Grant**), **space(s)** within Athletic Centre, Goldring Centre for High Performance Sport, Varsity Stadium or Back Campus Field will also be provided **for free** for the project or event sponsored by Equity Ideas Fund. However, the **date and time** of the project or event will depend on the availability of the space(s).

Do you need us to book the space? Circle one: YES NO

Event Details:

Where _____

When _____

Time _____

Are you open to hosting the event at an alternative time? ☐ Yes ☐ No If yes, please specify the range of date and time:

From _____ To _____

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday
☐ Morning ☐ Afternoon ☐ Evening

Target Audiences _____

Expected number _____

Other facilities needs _____

Accessibility Accommodations Needed _____

E. Budget Summary

Please include a detailed event budget including expected outcomes and expenditures for the event. The budget should identify all other funding sources and indicate what specific items you would like KPE to fund (please highlight the sections you hope to be funded by the Equity Ideas Fund if other funding sources exist for other expenses). Expenses for capital projects (i.e. equipment, travel, scholarships, academic projects and charities) will not be covered through this Equity Ideas Fund.

Expense Categories	Estimated cost	Funding Source	Funding Secured? (Y/N)
Subtotal for Equity Ideas Fund			
Total Budget			

(In some cases, KPE will be able to provide room bookings, AV equipment, collaboration facilitation, and promotional and staff support free of charge. Please indicate whether you require this kind of support).

Other support _____

F. Additional Support

If you require additional support in any of the following areas, please check the relevant boxes below:

- ☐ Grant Writing ☐ Pitch ☐ Planning ☐ Logistics ☐ Implementation ☐ Evaluation
☐ Collaboration ☐ Other

G. Promotions Plan

A copy of the promotional materials (poster / flyer / Facebook banner) **with the U of T Sport & Rec - Diversity Moves Us Logo recognition** and other branding as requested will need to be sent to equityideasfund.kpe@utoronto.ca 20 - 40 days before the event day and need to be approved by KPE **prior to** their circulation. Please include information about how you plan to promote the event.

H. Final Report

Final reports must be submitted within 10 business days after your event takes place. The report should include copies of receipts for expenditures, a description of the outcome of the project or event (how many attended, who, how were they impacted, what did those organizing the event learn). Funding will not be released until a complete report and all reimbursement materials are received.

Images of your event would also be appreciated as additions to the report. (Please see a **Template for Equity Ideas Fund Reporting**).

I. Review Process

1. 65 - 90 days before the Event Day
Along with this **Equity Ideas Fund application form**, a **draft of the budget plan** must be submitted to equityideasfund.kpe@utoronto.ca. The proposals will be reviewed and advised by a committee of staff and student members of the Diversity & Equity Team.
2. 50 - 65 days before the Event Day
A least one representative of each student organization is expected to pitch at one of the Diversity & Equity Team meetings (date and time will be later decided), where questions and feedback will be provided.
3. 40 - 55 days before the Event Day
A final version of **Equity Ideas Fund application form** and **budget plan** shall be submitted. If approved, The Diversity & Equity Team will book the venue.
4. 20 - 40 days before the Event Day
Promotional materials, a list of channels for promotion and cross-promotion, an action plan and a schedule of the event shall be developed and sent to KPE for approval.
5. 15 - 20 days before the Event Day
Promotion, outreach for cross-promotion and order for catering should get started. If planning on taking photographs of participants, please consult with equityideasfund.kpe@utoronto.ca for the **Photo Release Form**, which needs to be read and signed by participants who are clearly informed and agree about how photos taken will be used.
6. 1-10 business days after the Event Day
Expense Reimbursement Form with receipts as well as credit card statements, and the **Final Report** should be filled out and submitted. If photos are taken on-site, a collection of photos and signed photo release forms should be submitted.