



fauw

Faculty Association of
the University of Waterloo

FAUW Donation and Sponsorship Guidelines

Context

FAUW has budgeted \$55,000 for donations and sponsorships for the fiscal year May 2024 – April 2025 for activities aligned with [FAUW's objectives](#). FAUW wants to move towards a model with increased transparency where members can apply for funds to support such activities:

- To promote fairness for and equitable treatment of the individuals it represents by negotiating and defending sound policies, practices, and procedures.
- To defend and promote academic freedom and tenure within the university.
- To promote a climate of freedom and collegiality, and in other ways to promote the welfare of the university as a community of scholars.
- To promote an environment that supports quality teaching and research.
- To promote a diverse and inclusive university where the advancement of human rights is a priority.
- To deal with all other matters considered to be in the interests of the Association and its members.

Given FAUW's objective to defend and promote academic freedom, FAUW's financial support of an event or activity **does not** imply that the FAUW Board endorses the perspectives of the event or activity.

FAUW will budget \$18,333 for each term of the fiscal year. Any unused funds in a term will be rolled into the next term. FAUW's preference is to support activities that have already secured partial funding. To apply for FAUW funds to support activities that align with the objectives above, members need to complete [FAUW's donation and sponsorship application](#) for the activities including answers to the following:

1. What activities are you proposing? Please specify dates, times, purpose of the activity, and the number of FAUW members you plan to invite.
2. How do the proposed activities align with at least one of the objectives listed above? Please specify the objective as well as a brief justification for this alignment.

3. Please submit a proposed budget, including the overall amount, and rough categories for costs (e.g., catering, speaker fees, accommodations, travel), and any matched funds or alternate funds you have acquired.

Adjudication Process

Proposals will be assessed by the FAUW Board and voted on based on the following criteria:

1. Do the proposed activities align with at least one of FAUW's stated objectives?
2. Do any of the proposed activities contravene FAUW's stated objectives?
3. Are matching funds incorporated into the proposed budget?

Adjudication Timeline

Proposals under \$5,000 will be adjudicated at every Board meeting (FAUW Board meetings occur every two weeks on Thursday afternoons). Proposals between \$5,000 and \$10,000 will be adjudicated monthly. Proposals over \$10,000 will be adjudicated once per term, and ideally activities will take place in the following term. The purpose of these timelines is to try to engage as many FAUW members as possible, and to spread resources out over the course of a term.

Important Dates

Board meeting dates for considering applications, May 2024 to April 2025.

Request amount	Spring term	Fall term	Winter term
<\$5000 requests	May 9, 23, June 6, 20	Sept 12, 26, Oct 10, 24, Nov 7, 21, Dec 5, 19	Jan 2, 16, 30, Feb 13, 27, March 13, 27, April 10, 24
\$5-10,000 requests	May 23, June 20	Sept 26, Oct 24, Nov 21, Dec 19	Jan 30, Feb 27, March 27, April 24
>\$10,000	June 20	Nov 7	March 13

Upon Completion of Activities

Upon completion submit a summary of the event. The place, dates, times, purpose of the activity, and how many members attended. Please submit a final budget, including the overall amount, categories for costs (e.g., catering, speaker fees, accommodations, travel), and any matched funds or alternate funds you have acquired. Please include a scan of receipts in support of how the FAUW funds were utilized.

Approved by the FAUW Board of Directors April 25, 2024

Updated May 6, 2024

Policy Version Control

Approval Date	Summary of Changes	Approving Body
May 6, 2024	Increased transparency for members to apply for funds to support activities that fall within the guidelines	FAUW Board of Directors
April 25, 2024	New Policy	FAUW Board of Directors