



## POLICY FOR SPONSORSHIPS

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The Forum Committee has set guidelines for the sponsorship of events by the Simone de Beauvoir Institute (SdBI). Sponsorship can include financial support (such as the payment of honoraria to guest speakers), as well as promotion within our networks, access to SdBI spaces and professional logistical support (such as assistance booking on campus spaces and producing communication tools).

### **Sponsorship of Events: Guidelines**

- 1) The SdBI may sponsor or co-sponsor events and typically allocates between \$100 and \$300.
- 2) The event organizer(s) shall submit a brief written proposal to the Forum Committee. Both hard copies and digital submission are acceptable but all proposals should include a budget, a statement as to how the event intersects with the SdBI's commitments (outlined below), and a promise to put the SdBI logo on the publicity materials for their event.
- 3) To be acceptable to the Forum Committee, the event shall:
  - a. Be accessible to the SdBI community;
  - b. Consist of an activity whose level and pedagogical value are appropriate for SdBI students and professors;
  - c. Be in line with SdBI's commitments to intersectionality and to a feminist, ecological, pro-(sex/ual)diversity, pro-social justice, anti-colonial, anti-racist, anti-ableist, anti-capitalist, anti-authoritarian and anti-militaristic vision of the world.
- 4) Priority will be given to:
  - a. SdBI student initiated activities
  - b. Proposals coming from community and not-for-profit organizations; in particular those actively participating in the Institutes' academic programs;
  - c. Events organized during the school year, when professors and students are available (September to April);
  - d. Events with working timelines that allow for a minimum of two weeks for promotion.

### **Successful Sponsorships: Responsibilities & Payment of Funds**

- 1) The organizer(s) of all sponsored or co-sponsored events must provide the SdBI Events Coordinator with the information necessary to promote the event a minimum of 10 days before the event.
- 2) The organizer(s) of all sponsored or co-sponsored events must put the SdBI logo on the publicity materials for their event. If no publicity material is produced, then organizer(s) must mention the SdBI sponsorship at the actual event.
- 3) To process the transfer of allocated funds, an invoice must be received within 15 days following the event and shall include: (a) the date of the event, (b) the name of the event, (c) the total amount of agreed-upon sponsorship, (d) a brief description of how this amount was spent, (e) the number of the Concordia University account into which the money shall be transferred or the name of the recipient to which a cheque must be made, and (f) the full postal address of the recipient.

### **Honoraria for Classroom Guest Speakers**

SdBI part-time and full-time professors may request money to pay for a small honorarium for a guest speaker in their scheduled WSDB class. The maximum grant is \$100 per guest lecturer and \$200 per course (per semester). Grants are provided on a first come, first serve basis, with a maximum total of grant money decided on a yearly basis (academic year) by the Forum Committee. Funds should be used for individuals with less financial capital (activists, artists, community workers, etc.) and not local academics or full-time professors who are expected to do these types of invited classroom presentations as part of their academic jobs.