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## About VIPIRG

The Vancouver Island Public Interest Research Group (VIPIRG) is a non-profit organization dedicated to research, education, advocacy, and other action in the public interest. Located in Lekwungen territories, at the Student Union Building of the University of Victoria, VIPIRG is a place where students and community members connect to work together on social justice and environmental issues.

## Sponsorship Criteria

VIPIRG sponsors public events that aim to increase knowledge, awareness, and dialogue. **Over the next three years we are committed to projects, campaigns, and training in social justice with a particular lens on poverty.**

The Sponsorship Committee meets twice a month to discuss applications. Please be aware this is a staff and volunteer collaboration so the committee does not meet between school semesters. Please time your requests accordingly and allow 2-6 weeks for processing time.

## Forms of Sponsorship

Sponsorship through VIPIRG may include the following:

- **Endorsement:** Including VIPIRG on your list of endorsers and including VIPIRG's name and logo on your posters and advertisements.
- **Co-organizing:** You may wish to collaborate with a current VIPIRG campaign or working group for a project you are working on. We may be able to help with organizing, logistics and room bookings, promotional support.
- **Financial donations:** VIPIRG has a small budget for donations. The Coordinating Collective meets once a month to discuss donation requests.
- **Grants Program:** VIPIRG provides grants twice a year to research and action projects, which promote direct student engagement in campaigns and training in social justice with a particular lens on poverty. (please note: this requires a separate application form).

## **Sponsorship Policy and Guidelines**

(August 2008)

**IF** requested by VIPIRG, then VIPIRG's name and logo should appear clearly on all promotional materials.

A VIPIRG staff or Coord representative must be present at the event and if time permits they will have 3 minutes to make an opening statement on behalf of VIPIRG.

VIPIRG may book a room for a co-sponsored event, however all bookings and interactions with the university **MUST** be made by VIPIRG only.

VIPIRG staff work part time and liaison with Coord members and committee members. For these reasons room bookings require a minimum 2-week's notice (more is preferred).

Events must end by the agreed time and organizers are fully responsible for leaving the room in the condition and arrangement it was found to avoid a penalty fee (as charged by the university).

VIPIRG may set up displays and distribute outreach and communications materials such as newsletters or other literature at the event.

VIPIRG requires that any event it co-sponsors will **NOT** serve bottled water. VIPIRG has a jug and glasses, which can be borrowed upon request.

VIPIRG is **NOT** responsible for damage to audio-visual equipment or other equipment.

Although we are willing to sponsor events of a political nature, VIPIRG is non-partisan and cannot sponsor events that promote one particular party\*. In such cases, we request that relevant groups be informed to encourage dialogue.

VIPIRG may sponsor events, but organizers are expected to do their own outreach and volunteer recruitment.

\*party refers to one particular view point and/or one particular political party.

## VIPIRG Sponsorship Application

Organization Name:

Your Name:

Address:

Website (if applicable):

Phone:

Email:

Do you prefer to be contacted by:  Phone  Email

You must be either a student who has not opted out of VIPIRG, or a community member (Anyone can become a community member for an annual membership fee of \$10. For individuals on limited income VIPIRG may waive this fee).

You are a:  Student  Community Member

Please attach a separate sheet and answer the following:

1. What is the mandate of your group or organization and who is active with it?
2. How long has your group been around and what are some of your past projects/initiatives?
3. Describe the event or project you would like us to sponsor. (i.e. what does it look like?)
4. Where else have you gone for sponsorship (funding or endorsement)? (please note we do not sponsor organizations bigger than ourselves).
5. How does this initiative benefit the communities you are working in?
6. What is the time commitment that you are looking for from VIPIRG? (in hours – an approximate range is okay).
7. Do you have any other comments or questions for the VIPIRG Sponsorship Committee, Staff or Coordinating Collective?

## What kind of sponsorship are you looking for from VIPIRG?

### Endorsement

- Include VIPIRG on your list of endorsers.
- Include VIPIRG name and logo on your posters and advertisements.

### Co-organizing

- Collaborate with a current VIPIRG campaign or working group for a project you are working on (this may or may not be relevant depending on the mandate of different working groups).
- Help with logistics such as room bookings, meeting/event space.
- Equipment rentals such as audio-visual equipment.
- Information such as where to find training on anti-oppressive organizing tools or feedback on your planned project or event.
- Promotional support such as advertising through VIPIRG listserves or at VIPIRG events or assistance in setting up a listserve/website/blog
- OTHER: \_\_\_\_\_

### Financial Donations

- Up to \$50
- Up to \$150
- Over \$150
- Other

Financial donations over \$50 will be assessed at our monthly Coordinating meetings. If you are requesting a financial donation please provide the following in an attachment:

- A rough budget and timeline
- A financial request (how much were you looking for?)
- Tell us what you are requesting the money for.

If granted donation cheque will be made out to: \_\_\_\_\_

If granted donation cheque will be: \_\_\_\_\_

Picked up by payee: \_\_\_\_\_

Picked up by: \_\_\_\_\_

Mailed to: \_\_\_\_\_

## What to expect next?

1. A VIPIRG staff person will review your application to ensure it is complete.
2. The Sponsorship Committee, which is comprised of one staff person, and one or two volunteer Coordinating Collective Members will review the application. The purpose of this “first pass” is to see if your proposal fits within VIPIRG’s focus and resources. In this review the Sponsorship Committee will consider:
  - a. Does the proposal fit with VIPIRG’s mandate (research, education, advocacy, and other action in the public interest)?
  - b. Does the proposal emphasize a focus on poverty?
  - c. Is similar work already being done by another local organization? If your proposal overlaps with another local effort, the Sponsorship Committee may ask you why you feel this need to organize in addition to the current organizing is needed.
  - d. Is the proposal workable within VIPIRG’s funds and other resources including staff time? Are staff or volunteers available to attend events if it is a co-organizing request. What is our current budget at?
  - e. What is the time commitment you are looking for from VIPIRG?
3. If the Sponsorship committee has enough information to make a decision based on the above questions, they will do so and follow up with you around your request.
4. If the Sponsorship Committee feels that the application should be proposed to the Coordinating Collective, due to the size or nature of the request they will add it to the agenda of the next meeting. The Coord meets once a month.

If the Coord approves your proposal, you will be notified the following week. You may be asked to sign an agreement if your request involves money or equipment rentals.

Please email your completed form to [outreach@vipirg.ca](mailto:outreach@vipirg.ca) as a word file, OR print it and drop off at the VIPIRG Resource Centre (room b122, student union building, UVic), fax to 250.721.7285 or mail to VIPIRG, PO Box 3035, Stn CSC, Victoria BC, Coast Salish Territory, V8W 3P3

A staff member will contact you with 2-3 working days to confirm receipt of your sponsorship application. If you don’t hear from us within a week please call 250.472.5170 to make sure that your proposal was received. Please allow 2-6 weeks for processing time.