**2023 Equity Grant Application**

1. The Purpose of the Equity Grant

The ORT-CAC Equity Grant exists to support Queen’s faculties during Orientation Week planning, by mitigating any financial barriers faced when creating their respective budgets. This grant will provide financial aid to various faculties working with Orientation Roundtable (ORT) and will supplement budgets allocated specifically to equity-related events highlighting equity-deserving groups and topics during the Orientation period.

1. Eligibility

To be eligible for this award, nominations shall follow the policy below:

* Any faculty or Orientation Planning Group is eligible to apply for this grant/award. The faculties and Orientation Planning Groups eligible are:
  + Arts and Science Undergraduate Society (ASUS)
  + Accelerated Standing Track (AST) Nursing
  + Commerce
  + Computing
  + Concurrent Education
  + Engineering
  + Health Sciences
  + Kinesiology
  + New, Exchange, Worldly, Transfer Students (NEWTS)
  + Nursing

1. The committee make-up and selection process will be as follows:

* The individual that will make up the selection committee include:
  + The Orientation Roundtable Equity Director
  + The Campus Affairs Commissioner
  + The Orientation Roundtable Coordinator
* The Campus Affairs Commissioner, The Orientation Roundtable Coordinator and the Orientation Roundtable Equity Director will be responsible for the primary consideration of application and the allocation of funds. Prior to the allocation of funds, the Vice President of the University Affairs will review the selected applications.

1. Timeline for the Equity Grant shall be as follows

* Application for this grant will be sent out to all Faculty and Orientation Planning Group Heads and will be posted on the AMS website page at the beginning of the Winter Semester.
* The application deadline will be March 10.
* The faculties selected to receive this grant will be informed around mid-March, allowing Orientation Heads to include this financial supplement in their Orientation budget submissions.

1. Further notes regarding this grant

* The Orientation Equity Grant will be posted on the AMS web page under the Orientation page and/or the Grants page.
* The ORT Equity Director and the ORT Coordinator will send out the grant application to all Faculty and Orientation Planning Committee Heads.
* Funding for this grant shall be allocated by the Commissioner of the Campus Affairs through their annual budget.
* All grant applications must be emailed to ortequity@ams.queensu.ca no later than March 10, 2023.

Application Questions

1. Full Name
2. Orientation Faculty
3. Position in regard to Orientation
4. Queens Email
5. Please describe in detail the event/initiative that you are planning to fund with the Orientation Equity Grant. If this grant supplements the budget of more than one event, please describe all the events/initiatives.
6. Please provide the amount of funds your faculty or Orientation Planning Group is requesting and a comprehensive breakdown of what expenses this grant will cover. You must provide a numerical amount and a detailed breakdown of that amount. Requests such as “as much as possible” or “see budget” are incomplete and will not be accepted. Reach out to out to cac@ams.queensu.ca or ortequity@ams.queensu.ca for assistance with this.
7. Does your Faculty or Orientation Planning Group have plans to raise funds for this event or initiative through fundraising or sponsorship? If yes, how much are you anticipating to raise?
8. Please provide your Faculty or Orientation Planning Group’s budget from the previous Orientation Period.