



Application for Sponsorship Request

Introduction

The Durham College Alumni Association (DCAA) exists to provide programs and activities that serve Durham College alumni and support, improve, and serve the College. The DCAA Constitution outlines the association's purpose, vision and mission. DCAA activities are guided by the constitution and a strategic plan, which is updated every five years. Monies raised through affinity programs and other revenue sources are used to fund these activities. Click on [this link](#) to learn more about the DCAA. Durham College and the DCAA strive to promote respect, as well as maintain and advocate for a diverse and inclusive environment for all regardless of race, sex, religion, gender identity or gender expressions, ethnic background, socio-economic class, ability, or sexual orientation.

Evaluation Process

The DCAA is an unincorporated association that operates without profit. Any monies spent by the association undergo a rigorous evaluation process by the DCAA Board of Directors to ensure the utmost responsibility and accountability. Requests to support activities not initiated by the DCAA undergo the same rigorous evaluation, to consider how funds may be used and ensure they are in alignment with the DCAA constitution and strategic plan.

Evaluation Criteria

All requests for support are approved by the DCAA Board of Directors. Primarily, requests are reviewed against the purpose, vision and mission of the DCAA (as outlined in the constitution) to determine if the initiative aligns with the mandate and further supports the DCAA strategic plan.

Sponsorship Requests

Sponsorship requests will be considered if they meet the criteria as follows:

- Applicant to demonstrate benefit to the DCAA, how it involves alumni and students (especially graduating students)
- A Program Manager or DC Employee will be responsible for management of funds allocated.

The majority of initiatives that receive support are one-time requests; only in rare cases does the DCAA make a multi-year commitment of support.

Ineligible Activities

There are circumstances in which a request will be deemed ineligible for consideration, such as when an application is for:

- an individual;
- a trip or tour;
- core or operating funding at another organization;
- political parties, riding associations and candidates, as per provincial legislation; and/or
- requests from organizations outside of the Durham College community¹.

¹ Unless the applicant can demonstrate the benefit to the DCAA and how it involves alumni and/or students.



Application Process and Content

Eligible applicants interested in requesting support should provide a submission that includes the following information:

- Name of applicant
- Date of event
- Description of activity
- Budget for event or initiative
- Department/DC employee responsible for managing funds
- Support/Amount requested

In addition to the above information, and to ensure thorough consideration, applicants may wish to also provide information that explains:

- How the initiative aligns with and/or furthers the purpose, vision and mission of DCAA as outlined in the constitution and strategic plan
- Opportunities for involvement and participation by Durham College alumni and students
- Opportunities for promotion and exposure of Durham College and/or DCAA
- Opportunities to provide in-kind support for initiative (beyond financial)
- Names of other donors/supporters of the initiative, including whether Durham College has been approached for support

Requests should be submitted to alumni@durhamcollege.ca and addressed to:

DCAA President, Board of Directors
Durham College
Office of Development and Alumni Affairs
2000 Simcoe Street North
Oshawa, Ontario
L1G 0C5

Application Timing

Requests can be submitted any time during the year; however:

- The DCAA Board of Directors approves an annual budget each November. The total funds to be made available to support non-DCAA activities are decided as part of the budgeting process and may vary each year depending on the association's priorities.
- The DCAA board meets four times per year - October, November, April, and May. Requests may be considered at the next scheduled DCAA Board of Directors meeting, or in between Board meetings by the Executive Committee. Applicants are encouraged to submit requests well in advance of their initiative to ensure a timely decision.