

## PARTNERSHIP PROPOSAL FORM

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Thank you for your interest in events at Emmanuel College. If you are interested in partnering with us on an event, please follow the procedures below. All partnerships must support the [Vision, Mission and Values](#) of Emmanuel College and the core academic mission of Victoria University. Applications must be submitted at least 8 weeks prior to the event date.

### TYPE OF PARTNER ORGANIZATION

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- External Partner: an organization outside the University of Toronto
- University partner: an organization within the University of Toronto
- Emmanuel College partner: an EC faculty member, committee, or the Emmanuel College Student Society

### KIND OF PARTNERSHIP

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- We are organizing an event and would like to request
  - Financial Assistance
  - In-Kind Assistance (such as space or A/V)
  - Promotional Assistance
- We would like to organize and plan an event **together** with the Centre
  - Continuing Education
  - Speaker or speaker series

#### Definitions

##### Financial Assistance

*Direct sponsorship where money exchanges hands between parties; Emmanuel College is acknowledged as a sponsor, using approved Visual Identity Guidelines, in promotional materials.*

1. Offer direct financial support to a project not at Emmanuel
2. Offer direct financial support to a project held at Emmanuel (combines with in-kind)

##### In-Kind

*Donation of services we have in house and can offer to outside groups. For the second option, if it is a fee-paying event, an administrative cost will be factored into the ticket price.*

1. Offer the use of a space at Emmanuel College, i.e. EM 107, 119, etc.
  - a. Items such as catering and AV are paid for by the partner.
2. Co-Host: Offer space and administrative help with the organization of the event
  - a. Emmanuel College is acknowledged as a sponsor, using approved Visual Identity Guidelines, in promotional materials.

##### Promotion

*By request, Emmanuel College can promote events organized by members of the community through social media channels and posters supplied by the organizers. No application necessary.*

*For events with financial and in-kind partnerships, there are two options:*

1. The partner creates promotional material, listing Emmanuel College as a sponsor, using approved Visual Identity Guidelines, and Emmanuel promotes the event through its channels.
2. Emmanuel creates and disseminates the material.

## DESCRIPTION OF EVENT

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Please describe the nature of the event, its purpose and connection to the mission of Emmanuel College, the proposed timeline and location, and the key players and their roles. (Attach a separate sheet if necessary.)

## EVENT SUPPORT

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Please check and provide the following information, if it applies to your event. We will follow up

- Estimated attendance (required): .....
- A/V
- Catering
- Budget
  - Anticipated costs:
  - Your contribution:
  - Amount requested from Emmanuel:
  - Other sources of funding:

## CONTACT INFORMATION

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Please share the names and contact information for your group's representatives.

Name: .....

Email: .....

Phone No.: .....

## PROCESS

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Please submit applications to [ec.events@utoronto.ca](mailto:ec.events@utoronto.ca). The Committee of the Centre for Religion and Its Contexts reviews proposals and aims to respond to proposals within 10 business days of their submission. In that time, we may contact you for further information or clarification.

## CONTRACT

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Both parties will sign a contract in order to confirm roles and responsibilities, affirm shared values, and finalize event details.



**EMMANUEL COLLEGE**  
OF VICTORIA UNIVERSITY IN  
THE UNIVERSITY OF TORONTO

THANK YOU FOR YOUR APPLICATION.  
WE LOOK FORWARD TO YOUR PARTNERSHIP WITH EMMANUEL COLLEGE.