



## The Center for Diversity and Unity Request for Proposals

*To request funding for events and initiatives to take place in Fall 2012 or Spring 2013, fill out this form and attach any appropriate supporting documents. Send the proposal to Adrienne Gillespie, Coordinator of the Center of Diversity and Unity. Before submitting a proposal, please contact Adrienne Gillespie for a copy of the Financial and Procedural Guidelines. **Deadline for proposals: Friday, September 28, 2012.***

**Please bear in mind the following important criteria in preparing your proposal:**

- 1. Brings groups together.** Priority will be given to proposals that have been generated by more than one group (e.g, a department or program, center or office, student organization) and that show evidence of true collaboration.
- 2. Demonstrate that other sources of funding have been pursued.** Proposals should make clear (a) why the “regular budget” of the group (e.g, a departmental budget, or student organization budget) cannot support the project; and (b) that other sources of funding (e.g, the WSU buffer funding mechanism for students organizations) have been pursued.
- 3. Series limit.** If you are proposing a series of events, it should contain no more than THREE EVENTS. The amount of work involved in planning, advertising, and carrying out an event is substantial. We also want to avoid event overload, where there is too much competition for audience.
- 4. Publicity plan.** For events, activities, and conferences, proposals should include a publicity plan and estimated cost.
- 5. Detailed budget.** Proposals should include a detailed budget, which indicates that the planners have done some research about the estimate cost of travel, hotel, food, publicity, resources, etc.
- 6. Learning Outcomes.** Proposals should include at least two diversity and/or inclusion learning outcomes that can be measured.
- 7. Assessment.** All grant recipients must be able to complete at least one assessment with direct connection to the stated learning outcomes. Preference will be given to applications that provide multiple methods of assessment and/or longitudinal assessment.
- 8. Final Report.** A final written report must be provided within three weeks of program completion. If longitudinal assessment is a part of the project, that data must be provided within two weeks of final assessment (date to be determined in the grant proposal).

### 1. Applicant Contact Information

Name (First, Last): \_\_\_\_\_ W#: \_\_\_\_\_

Sponsoring Organization(s) [department, program, center, office, group]: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## 2. Project Details

Project/Event Title: \_\_\_\_\_

Proposed Dates of Event: (mm/dd/year) \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Proposed Location of Event: \_\_\_\_\_

Type of Event: (i.e lecture, panel, discussion, film showing, etc.) \_\_\_\_\_

## 3. Project Summary

*On a separate page please answer the following questions*

- ◆ Provide a brief description of the event. (Max. 300 words)
- ◆ Describe how this event will promote diversity and unity on the campus of Weber State University.
- ◆ Describe how/why this event fits the diversity criteria listed above.
- ◆ Describe your target audience and how this event will reach a broad range of attendees.
- ◆ What are your learning outcomes?
- ◆ What methods of assessment are you using and why?

## 4. Basic Budget

Please give as detailed as possible budget to how to plan on using the funds below. (Attach separate sheet if necessary. *Also, please note the policy that no admission may be charged for Diversity Fund-sponsored events. If an exception to this policy is requested, the maximum admission fee allowable is \$5.*)

Amount requested from the Diversity Fund: \_\_\_\_\_

Amount requested from other sources, and commitments received (please name). *Please update us on funding from other sources as you receive answers to your requests:*

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**5. Administrative Support.**

If you are planning to ask your department, program, or center to provide administrative support for the work of planning and organizing your event/project, please indicate that you have received approval from your department chair, program director, or center director for that support by having him/her sign below.

Department Chair, Program Director, Center Director (Please sign):

X \_\_\_\_\_

*If you have any other questions or concerns please email Adrienne Gillespie at [adriennegillespie@weber.edu](mailto:adriennegillespie@weber.edu)*