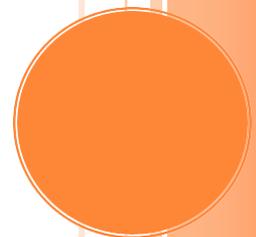# Center for Diversity, Equity, and Inclusion

Diversity Funding Proposal for Students

The Center for Diversity, Equity, and Inclusion (CDEI) is an important resource for students who want to be engaged in the University of Evansville's campus community. The CDEI provides programs that have intentional educational components, support cultural immersion, and foster diversity and inclusion.

UNIVERSITY OF EVANSVILLE

2019-2020

Center for Diversity, Equity, and Inclusion

Diversity Funding Proposal for Students

The mission of the (CDEI) supports the mission of the University of Evansville by promoting and guiding purposeful student engagement, fostering authentic community, and providing opportunities for student growth and leadership development. The CDEI aspires to create an inclusive environment that celebrates diversity and enhances the students' ability to become global citizens. Within this framework, the CDEI is accepting program proposals from registered student organizations that support the institution's diversity initiatives.

Success in diversity programming and events is contingent on aligning values with actions. Diversity and inclusion are about building strong, trusting relationships with people as they are—organizationally and personally. The University of Evansville believes that diversity is a critically important factor in the delivery of its mission, both from a global perspective and learning perspective, but also as a fundamental principle necessary to UE's commitment to diversity and inclusion in all aspects and for all students at the university.

Types of Programs or Events

The CDEI expects programs that are supported by this funding to reflect the following values:

- **Personal and intellectual growth:** programs or events that challenge students to think critically about concepts that challenge their assumptions regarding social justice issues.
- **Community:** programs or events that build stronger, more inclusive communities for all students and enhance the opportunity for collaboration among different groups across campus.
- **Learning:** programs or events that teach students about social justice issues, how to work with others, about our own biases, assumptions, and other areas of growth.
- **Diversity:** programs or events that help students to challenge others to explore contemporary issues related to systems of difference and inequality and help to empower them to be agents of change.
- **Civility and integrity:** programs and events that support students in living their values and purpose through action and standards.

Diversity Funding Proposal for Students

Eligibility for Funding:

- Programs or events must reflect personal and intellectual growth, community, learning, diversity, civility, and integrity.

- Registered University of Evansville student group or organization
  Visit https://www.evansville.edu/studentengagement/organizations.cfm for
  more information

- Any outside food must be approved by Chartwell Food Services

- On-campus events must be free and open to all University of Evansville students, faculty, and staff

Description of Funds Available:

- Each student organization is eligible to request fund amounts in one of the following categories for each submitted proposal

    1. Diverse Speakers/Performers—up to $1000.00
    2. Diverse Documentaries or movies—up to $375.00
    3. Diversity Conference/Workshop Registration and Attendance Cost—up to $500.00
    4. Diversity Training (hosting or online webinars)—up to $250.00
    5. Transportation to Events (rentals or buses)—up to $500.00
    6. Chartwell food services/ outside food—up to $200.00
    7. Program Supplies/Miscellaneous—up to $100.00

- Requests for funding forms must be submitted at least 3 weeks before the event.
- Items NOT funded

    1. Alcohol or tobacco products
    2. Insurance, member fees or dues
    3. Honoraria for University of Evansville students, faculty, staff or administrators
    4. Gift certificates

Promotional Materials:

All promotional materials must include the wording ***funded by the UE Student Government Association and sponsored by the Center for Diversity, Equity, and Inclusion.*** All promotional materials must be approved and stamped by the Office of Student Engagement. Visit https://www.evansville.edu/studentengagement/organizations.cfm for more information.

After Program or Event:

- All itemized receipts must be turned in within 5 business days after the event to the Office of Diversity Initiatives

- Assessment form needs to be completed 5 business days after the program or event. Upon approval, the assessment will be emailed to the primary contact.

Diversity Funding Proposal for Students

Request for Program or Event Funding for 2019-2020

All requests must be submitted for review at least 3 weeks before the program or event.

Upon completion of this funding proposal, please print pages 3-5, get an advisor's signature, then return the completed proposal to the Center for Diversity, Equity, and Inclusion, in Ridgway University Center or send via email to rs262@evansville.edu.

Organization Name

President/Chairperson

Contact Number _____ **Email**

Name of Program/Event

Program/Event Location

Program/Event Date(s) _____ **Time**

Advisor's Signature _____ **Date**

Program/Event Summary:

Describe your program/event in detail. Include the goals and/or outcomes students, faculty, and staff will obtain by attending your event. If you are submitting a proposal for entertainment or a keynote speaker, please provide a link to the website, TED Talk, YouTube clip, or social media page displaying the talent. This will allow us to have a better understanding of who you are trying to bring to campus.

Statement of Opportunity:

Please list the type of program/event that you feel your funding proposal best reflects from the list on page one. Describe the benefits of your program/event to the University of Evansville campus community. In addition, please share the population that you intend to target.

Methods of Marketing:

What forms of marketing will you use to attract a diversified audience for your program/event? How will you engage members of the UE community beyond your normal audience?

Co-Sponsorship:

If other organizations are involved in the program/event, please name the group(s) and indicate what they will be responsible for (i.e., funding, advertising, logistical steps).

Line item explanation and funding requested.

Line Item Description	Funding Request Amount	Funding Approved (for CDEI Office Use Only)
Facility Rental/ Equipment Rental:		
Advertising/Copies:		
Diverse Speakers/Performers Honorarium:		
Other Related Performer Expenses (lodging, transportation, hospitality):		
Diverse Documentary or movie (copy and copyright usage):		
Diversity Trainings (hosting or online webinars):		
Diversity Conference/Workshop Registration and Attendance Cost:		
Transportation to Events (rentals or buses):		
Chartwells food services or outside		
Program Supplies:		
Other (please be specific):		
SUBTOTAL:		
LESS CO-SPONSORSHIPS:		
TOTAL:		

Additional Comments:

Dear Student Organization,

The principal motivation for having diversity funding proposals available for students is to encourage program initiatives beyond the Center for Diversity, Equity, and Inclusion. A funded proposal can help the campus community to explore, appreciate, and celebrate diversity.

The goal is to have diversity initiatives that empower students and student organizations to develop more conscientiously diverse and inclusive programming for the entire campus community. The hope is that students can help in developing a greater sense of respect for differences and generate dialogue past the classroom about differences in an inclusive and welcoming environment.

Thank you for taking the time to submit a diversity funding proposal. If you have questions or concerns, please do not hesitate to contact me at rs262@evansville.edu or by phone at 812-488-2949.

Sincerely,

Rob Shelby, PhD

Chief Diversity Officer