OFFICE OF DIVERSITY INITIATIVES

Olmsted Administration Building, Rm. 241

The mission of the UE Office of Diversity Initiatives is to commit to an inclusive campus community that values and respects all of its members and achieves educational excellence through diversity.

The Office of Diversity Initiatives offers financial support to student organizations and departmental collaborations of diversity-related programs/events and/or professional development for students that helps UE fulfills our mission of enhancing diversity.

Priority will be given to proposals that bring together different groups and audiences and truly celebrate diversity and inclusion at UE.

Funding Guidelines & Criteria

- Applications are accepted and grant funds will be awarded each semester for activities that occur within that semester.
- Grant requests will be accepted only from student organizations registered with the Office of Student Engagement or UE departments in collaboration with at least one full-time UE student.
- A student representative from the requesting student organization or department will complete an application. Applications can be found outside of the Office of Diversity Initiatives, Olmsted Administration Building, Rm. 241.
- Program/events must address diversity either in content or targeted audience.
- Grants amounts may range from $100 to $500 and will be awarded for diversity programs or events at UE.
- Grant funds can be utilized for direct program/event support such as space reservation, advertising, printing, prizes/incentives, music/sound systems, food and/or beverages, tents/tables, transportation, registration or other related expenses.
Funding Stipulations

- All programs or events must be held on the UE campus; the only exceptions are conferences or summits.
- Student organizations and departments must acknowledge the grant award from the Office of Diversity Initiatives in their publicity and program materials.
- Organizations receiving grant awards will provide 2(two) complimentary program/event tickets to the Office of Diversity Initiatives, if applicable.
- Organizations agree to complete a post-event survey, including final budget breakdown, and provide relevant outcomes information, (i.e. number in attendance, volunteers) to the Office of Diversity Initiatives by the end of the semester that the program/event was held.

Do you understand the guidelines, criteria and funding stipulations?

- YES
- NO
1. Name of the student organization or department

2. Student organization or department budget code

3. Student name

4. What is your position in the student organization or department (e.g. president, vice president, student worker)?

5. Student contact number

6. Student UE email address

7. Name of the student organization's advisor or the department faculty/staff collaborator
8. Is the advisor aware and supportive of this event?
   - YES
   - NO

9. Advisor or department faculty/staff contact number

10. Advisor or department faculty/staff email address

11. Support needed for?
   - Program
   - Event
   - Conference attendance

12. Name of event or program

13. Provide a brief description (limited to 500 characters)
14. Date(s) of event or program (to/from if multiple dates) i.e. 5-10 to 5-13-201

15. Location(s) of event or program

16. Time of event or program (provide start and end time) i.e. 7-9pm

17. How many people do you expect will attend? (Give estimate)

18. List any other organization(s) or UE departments/colleges that are involved in or co-sponsoring this event. If none, please put N/A in this box.

19. List any organization(s) or UE departments that are providing funding for this event. If none, please write N/A.

20. Total amount of funding requested
21. Budget description (provide total dollar amounts)

*Preference in funding will be given to actual cost amounts*

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<thead>
<tr>
<th>Estimate</th>
<th>Actual Cost</th>
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<td>Marketing/advertising</td>
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<td>Printing</td>
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<td>Venue costs</td>
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<td>Prizes/awards</td>
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<td>Food/beverages</td>
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<td>Transportation</td>
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<td>Conference registration</td>
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<td>Conference travel expenses</td>
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<td>Other related expenses (please specify)</td>
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<td>Other related expenses (please specify)</td>
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<td>Total Request</td>
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22. How much of the total funding requested is being provided by others (e.g. organizations, departments, external sources)? Enter a dollar amount here. If none, please write N/A.
Review and Funding Process

- Each applicant will receive an email confirmation within 3-days of submitting request.
- Complete applications will be reviewed by the Office of Diversity Initiatives and award recipients will be notified via email within 1-week of receipt.
- For proposals that are incomplete or require further clarification, the student representative will be contacted via email and asked to respond to questions within three 3-days to ensure consideration.
- Grant funds will be made payable to the student organization or department and disbursed prior to the program/event.

Do you understand the application review and funding process as explained above?

- YES
- NO

You will be sent a post-survey before the end of the semester funding was requested. You must complete the post-survey before the end of the semester funding was obtained. If this post-survey is not completed within the specified time-frame, your organization or department will not be eligible for funding for one calendar year from the Office of Diversity Initiatives.

Do you understand this stipulation and agree to complete the post-survey?

- YES
- NO

Thank you for your submission. You and your advisor or faculty/staff collaborator will be notified of the final determination of your request within 1-week of submission. If you have questions or need additional information, please contact

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