

Diversity and Equity Grant Program

Request for Proposals

Posted: October 10, 2022

The Office of Diversity, Equity, and Inclusion (ODEI) and the Diversity & Equity Grant Committee invites Cal Poly Humboldt students, student organizations, staff, faculty, and underrepresented faculty to submit proposals for programs offered on campus to the university community that raise awareness, deepen understanding, and/or engage the campus community in dialogue about one or more of the multiple dimensions of diversity and equity.

Diversity is the range of human differences. Such dimensions of diversity may include – but are not limited to – culture, race/ethnicity, sexual orientation, ability, gender, gender identity, gender expression, sexual orientation, age, social class, physical ability or attributes, religious or ethical values system, national origin, and political beliefs. Proposals intended to increase the participation and retention of historically minoritized students, staff, and faculty in the campus community are prioritized.

Allocations for Humboldt Diversity & Equity Grant Program awards are typically awarded as follows:

Faculty: up to 5 awards each at \$5,000 (Programs and/or Research)

Staff: up to 3 awards each at \$5,000

Students: up to 5 awards each at \$1,000

Program expenses typically funded include speaker fees, travel for visiting speakers, event publicity and marketing, various expenses associated with individual activities/programs (from facility rental to printing event handouts), and many, many more.

Please see the following pages for funding details and restrictions.



Office of Diversity, Equity, and Inclusion

Diversity and Equity Grant Program

Academic Year 2022/2023

Diversity Fund Program Guidelines

Proposals that advance equity and diversity and/or help with the retention of underrepresented students and faculty will be prioritized.

Applications:

- **Narrative:** Provide a narrative of your proposal describing the project or proposal for which you are requesting funding and how it relates to raising awareness, deepening understanding, and/or engaging the campus community in dialogue about one or more of the multiple dimensions of diversity and equity.
- **Budget:** Provide a budget form detailing your expected expenses.
- **Representative Approval:** Provide an proposal approval sheet from your department Budget Analyst (for Colleges and Programs), or approval from your Clubs and Activities representative.

Timeline:

- The grant proposal submission portal will open on Friday, October 14th at noon and will close on Monday, November 14th at 11:59 pm.
- Grant awards will be announced on the Office of Diversity, Equity, and Inclusion website on December 7th by 5 pm, and by email to awardees. The award email will contain instructions for fund disbursements.
- Funds will be distributed to awardees by Wednesday, January 11, 2023

Additional Timeline Guidelines:

- The project must occur between Spring 2023 and Fall 2023.
- If your project is scheduled for Fall 2023, funds must be used by December 31, 2023.
- If your project is scheduled for Spring 2023, funds must be used by May 17, 2023.
- If funds are not used by these deadlines, funds will go back into the grant pool for the next funding cycle.
- If there are any changes in the date of your project, notify ODEI at diversity@humboldt.edu.
- Once the grant is awarded, postponements or extensions will be considered by the ODEI by awardee request.

All paperwork for payment and/or reimbursement must be turned in to your department by the end of the semester in which the program occurs. There is no guarantee any funding and/or reimbursement received thereafter will be paid unless your event spans more than one semester or you are awaiting additional receipts or invoices. In this case, please send an email to the ODEI regarding the circumstances to request an extension.

Complete the online [Evaluation and Assessment Form](#) when turning in all paperwork. This evaluation is used to assess the effectiveness of your program and the success of the Diversity and Equity Grant Program. This evaluation form will be attached to any future grants you apply for (if it is for the same event) which will assist the committee in determining the success of your event. If you do not submit an evaluation and are applying for a recurring event/program in the future, your application will not be eligible.

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Diversity Fund Program Guidelines, Continued

Grant Money Restrictions: grant monies awarded do not fund the following:

- Event T-shirts
- Per diem for speakers
- Staff/faculty/student or any other member of the campus community salary, stipend or honorarium, travel and lodging
- Any expenditure that is not solely for the program as described in your grant application
- Food
- Gifts
- Alcoholic Beverages
- Off-campus recruitment projects
- Curriculum development
- Fundraising activities

Printing/Publicity:

Grant money can only be used for publicity if it was included in your proposal and budget (amount may vary from what you requested).

All publicity must acknowledge the sponsoring of the event/program by the Office of Diversity, Equity and Inclusion and the Diversity and Equity Grant Program.

Use of Campus Facilities: Complete the [Application for Lease/Rental of University Facilities](#) with completed application attachment.

Speakers: If a speaker needs travel accommodations, DO NOT purchase it for them. Tell the speaker they must provide their own travel and they can be reimbursed with an invoice or receipt OR their honorarium can be increased to include their travel (by including travel costs in the honorarium, there will also be less paperwork!).

