

Diversity Grant Program - Academic year 2006-2007

PROGRAM GOAL: The Diversity Grant Program provides funds to encourage faculty, staff, and students to implement innovative educational projects and/or activities that encourage collaboration between different campus communities and constituencies, promote mutual respect, and enhance understanding of diversity and social justice.

PROGRAM CRITERIA: Proposals should bring together persons from two or more communities or constituencies to collaboratively prepare the Diversity Grant Proposal, and plan a joint activity that promotes mutual respect and enhances understanding of diversity and social justice on the campus or in the larger community. *Proposals that demonstrate collaboration between individuals and groups who have not previously worked in partnership are preferable to proposals that do not demonstrate such new collaboration.* We also encourage projects that could serve as models for replication.

Examples of activities that could be funded include: Forums, study circles, inter-group dialogues/projects, speakers, film/video series, seminars, workshops, and/or public education programs about multiculturalism, diversity, hate crimes and incidents; outreach activities to elementary and secondary schools, home communities, community public service programs; and faculty/student collaboration to develop new courses, performances, printed materials, and posters.

TYPES OF GRANTS: The two types of grants are Diversity Full Grants and Diversity Incentive Grants. *Diversity Full Grants* range from \$501 to \$1,000 and *Diversity Incentive Grants* range from \$200 to \$500. These grants have different application procedures and each grant period has a deadline by which the project must be completed. See "Deadlines" for this information. Funding may only be provided through grants to a Northeastern department, campus center, or registered student organization. The director or president of such unit must provide a signature in the section "Endorsement by Director/President" located on the Budget Form. We strongly encourage collaborators to participate in the budget.

ELIGIBILITY: Undergraduate students, graduate students, faculty, staff, and community collaborators are eligible to apply as individuals or in groups. The same collaborative group may submit only one proposal per cycle.

APPLICATION PROCEDURE: For Diversity Full Grants - Grants totaling up to \$1,000

Submit six (6) copies of the completed application to the Office of Affirmative Action and Diversity, 424 Columbus Place. Please number all pages in the order that the items are requested. Proposal should include the following:

1. Cover Sheet (attached): Provide contact information, proposal title, proposal focus, and names and signatures of collaborators. The proposal focus should answer what the project is and what it will achieve.
2. Proposal Summary: Up to 1 page double-spaced summarizing the proposal, and indicating how your proposal's achievements will satisfy the goals of the program. Remember to indicate what you hope to achieve and how your project meets an unmet need.
3. Proposal Rationale: Up to 3 double-spaced pages reasoning the importance of the project and expanding how the proposal will meet each of the following award goals and criteria:
 - a. Encourage collaboration between different campus communities and constituencies: Who is involved? How have you collaboratively prepared the proposal? What is the contribution of each collaborator for the activity? What activities will be engaged in for the collaboration? How will the campus community be encouraged to collaborate?

- b. Promote mutual respect: What activities will you engage in to move toward this goal? How will these activities promote mutual respect among the collaborators, the campus community, and the larger community?
 - c. Enhance understanding of diversity and social justice: What activities will you engage in to move toward this goal? How will these activities enhance understanding of diversity and social justice?
4. Timeline: Identify the steps you will take to plan, promote, and implement the activity within a timeline. Include when the activities would start and conclude.
5. Outcomes and Impact: Describe in concrete terms what you expect to achieve in the proposed activity. What outcomes/results do you anticipate? What will be the impact on collaborators? Participants? Campus community? Larger community?
6. Evaluation Measures: How will you evaluate the impact and effectiveness of the activity? How will you evaluate whether mutual respect has been promoted? How has an understanding of diversity and social justice been enhanced? PLEASE NOTE: If your proposal is accepted, you will be asked to submit a final report to include the results of your evaluation.
7. Detailed Budget Worksheet (attached): Provide budget number with signature from Director/President, and include justification for all requested items. PLEASE NOTE: If your proposal is accepted, your final report must include actual expenditures.
8. Letters of Commitment from Collaborators: Describe specific involvement in collaboration (if collaborator also offers a financial contribution, it may be included in this letter.)
9. Letters of Commitment from other funding sources (if appropriate).
10. Bios or Resumes & Letters of Acceptance or Invite (if appropriate): For proposals that involve speakers or other experts

For Diversity Incentive Grants - Grants totaling up to \$500

Submit six (6) copies of the completed application to the Office of Affirmative Action and Diversity, 424 Columbus Place. Please number all pages in the order that the items are requested.

Proposal should include items #1(Cover Sheet), #2 (Proposal Summary), and #7 (Detailed Budget Worksheet) from the above-mentioned materials. Supplemental information may be provided that further clarifies the project.

PROPOSAL REVIEW PROCESS: Proposals will be reviewed and selected by the Diversity Working Group, a sub-committee of the Executive Board on Diversity. The Diversity Working Group is comprised of the chair of the Executive Board and University administrators. Incomplete proposals will be returned without consideration of funding.

CRITERIA: Projects will be reviewed based on the following criteria:

1. Relevance to goals of the program
2. Quality of the project: an innovative, collaborative, important project
3. Outcomes and Impact: significant, descriptive
4. Timeline: realistic
5. Evaluation Measures: clear and effective
6. Budget: reasonable and justified

DEADLINE: Friday, May 19, 2006

Award Notification:

By July 2006

Final Report Due:

Due 1 month after end of project

[Individual report deadlines will be set with award notification.]

Proposals should be submitted to the Office of Affirmative Action and Diversity, 424 CP no later than 4:00 p.m. on the deadline date. You may call the Office of Affirmative Action and Diversity at x2133, x5814 TTY, or visit our website <http://www.aa.neu.edu> for more information.

**Northeastern University- Office of Affirmative Action and Diversity
2005-2006 Diversity Grant Program**

Application Form- COVER SHEET

Check one: () Full Grant () Incentive Grant

Contact Information: Please select one person as the contact person and provide information below.

Name _____

Campus Address _____

Phone _____ Fax _____

Email _____ TTY (y / n) _____

Check one: ___ Undergraduate Student ___ Graduate Student ___ Faculty ___ Staff

Proposal Title (10 words or less) _____

Tentative Date(s) _____

Proposal Focus (up to 5 sentences): _____

Signatures indicating: "I have contributed to the proposal and plan to collaborate in the Diversity Grant Project." (Include more sheets if necessary. Please note that the proposal must include letters (mail or email) outlining collaborator's specific involvement in the proposed activity. If a collaborator is providing additional funds, please indicate the amount in this letter as well.)

Name of Group(s) or Individuals	Director/President (for groups)	Signature (or email from person)

**SUBMIT COMPLETED APPLICATION TO:
AFFIRMATIVE ACTION/DIVERSITY - 424 COLUMBUS PLACE**

Office of Affirmative Action and Diversity
Diversity Grant Program- BUDGET FORM

Proposal Title _____

Applicants should note that funding may only be provided through a department, campus center, or registered student organization. Please provide the budget center to which the funds will be transferred.

NU Budget Number _____ -- _____

<p>Endorsement by Director/President: I, _____, _____, (name) (title)</p> <p>agree to receive the diversity funds if awarded, disburse them in accord with this proposal, and provide actual expenditures in the final report.</p> <p>_____/_____/_____ Signature Date</p>
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PROPOSED BUDGET

<i>Activity Cost/Supplies, etc.^(a)</i>	<i>Cost</i>	<i>Justification</i>
Total Cost of Activity/Activities	\$	
Contributions ^(b) from collaborator ^(c)	\$	
Contributions ^(b) from other sources ^(d)	\$	
Proposal Amount Requested	\$	Up to \$500 for Incentive Grant, Up to \$1,000 for Full Grant

- (a) *Budget requests for books and videos or use of NU facilities, or other items that NU might reasonably provide gratis, must be accompanied by a letter from the responsible person confirming that these items cannot be provided gratis.*
- (b) *Contributions can be in kind as well as in cash (that is, list contributions of space, release time, supplies, etc. that apply.)*
- (c) *We strongly encourage collaborators to contribute to the budget. List the name of the NU unit (i.e., department, student organization). Please ensure that the collaborator's letter includes the amount of contribution.*
- (d) *Other sources could be units or groups on campus or organizations not affiliated with Northeastern. Please ensure that the collaborator's letter includes the amount of contribution.*