**Institutional Diversity and Inclusion Grant Program Application**

**Date:** Click here to enter text.

**Name of Employee/Department/College/Division RSO:** Click here to enter text.

**Position/Title (i.e., student, faculty, staff, administrator, visitor, etc.):** Click here to enter text.

**Race/Ethnicity/Gender/LGBT+/Underrepresented Status:** Click here to enter text.

**Campus Location:** Click here to enter text.

**Preferred Email Address:** Click here to enter text.

**Preferred Phone Number:** Click here to enter text.

Electronically submit supporting documentation as follows:

1. Membership to National Center for Faculty Development and Diversity (up to $250)
	1. Narrative of need for support
	2. Description of how the grant will assist with professional development based on departmental/college tenure and promotion requirements
	3. Documentation of costs for membership in the NCFDD
	4. Documentation of the webinars and multi-monthly online seminars the faculty member plans to attend
	5. Documentation of paid membership
2. Diverse Faculty/Staff Support (up to $250)
3. Narrative of need for support
4. Evidence of one of the following:
	1. Name, location, and date(s) of the conference you plan to attend
	2. Title, abstract, and timeline of manuscript you are preparing
	3. Title, abstract, and/or IRB approval, plus timeline of research you are conducting
	4. Documentation of equipment/supplies needed for scholarly product and timeline of project
	5. Title, abstract, and timeline of creative activity
5. Documentation of payment (i.e., registration, transportation, hotel, publication fees, supplies purchased, etc.)
6. Dissemination of Diversity-Related Professional Work (up to $250)
7. Narrative of need for support
8. Evidence of one of the following:
	1. Acceptance of diversity-related presentation and evidence that presentation was or will be delivered (acceptance letter, name, location, date(s) of conference, and title of presentation, etc.)
	2. Acceptance of diversity-related manuscript for publication
	3. Acceptance of diversity-related research for dissemination
	4. Acceptance of diversity-related creative activity for dissemination
9. Documentation of payment (i.e., registration, transportation, hotel, and/or other fees, etc.)
10. Diversity Programming (up to $250)
	1. Narrative of need for support
	2. Documentation that confirms the event/initiative
	3. Title, location, and date
	4. Event agenda
	5. Audiences that will benefit
	6. Alignment of event with UCA’s Diversity Strategic Plan
	7. Letter of support from the Department Chair/Dean
	8. Documentation of payment (i.e., speaker fees, supplies, Aramark invoice, etc.)
11. Recognized Student Organization Collaborations (up to $100)
	1. Narrative of need for support
	2. Documentation that confirms the conference/event/initiative
	3. Title, location, and date
	4. Event agenda
	5. Vendor invoice with itemized cost of the request
	6. Audiences that will benefit
	7. Alignment of event with UCA’s Diversity Strategic Plan
	8. Letter of support from the Faculty/Staff Advisor

**Institutional Diversity Grant Program**

**Assessment Rubric**

|  |  |  |  |
| --- | --- | --- | --- |
| Priority | **Criteria as Indicated in the Respective Grant Level** | **Rationale** | **Score** |
| High Priority9-10 | All criteria were presented (5 points) | A strong case was made(5 points) |  |
| **Medium Priority****6-8** | Most criteria were presented(4 points) | An adequate case was made(4 points) |  |
| Low Priority**3-5** | Some criteria were presented(3 points)  | A weak case was made(3 points) |  |
| **Did Not Demonstrate Priority****1** | Application was incomplete(2 points) | The case was not evident(2 points) |  |
| **Funding Availability** | YES\_\_\_ NO\_\_\_ | **Status\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |

**APPLICATION DUE DATES**

**SEPTEMBER 15**

**JANUARY 15**

**APRIL 15**