Faculty/Staff Diversity Mini-Grant Program

This program provides financial assistance for new, innovative projects, workshops, and activities that strengthen excellence in diversity and inclusion.

Applications may be submitted by any current faculty or staff member. Awards can be as much as $1000. Applications are submitted to the Vice Chancellor of Human Resources.

The Vice Chancellor of Human Resources leads the VCCCD EEO Committee. The committee will review applications and make recommendations during the Fall and Spring semesters. The committee will make its recommendations to the Vice Chancellor of Human Resources for final approval. Members of the committee are not eligible to apply for the grants. Applicants are encouraged to submit applications well in advance of the proposed starting date.

Applications will be reviewed on the criteria that follow. It is the applicant's responsibility to write a convincing application with supporting arguments and evidence. Please use the accompanying scoring rubric as a guide.

1. The proposed event or project should have a **strong conceptual framework** that can be identified as strengthening VCCCD's long-term commitment to diversity and inclusion. The event or project should be consistent with the mission and core values of the VCCCD as expressed in the District or College Strategic Plan.

2. The proposed project or event team should **include at least three individuals**, including team leader, as evidence of the project or event's broad applicability.

3. The proposed event or project should be **clearly defined** with easily identified starting and ending points and specific activities.

4. The proposed event or project should have **specific goals**, and measurable outcomes.

5. The proposed event or project should have a **plan for assessing** learning.

6. The proposed event or project should have a **broad impact** upon the college community or target a historically under-represented or under-served group at the college. Grant applicants are encouraged to seek broad visibility for the event or project.

7. The proposed event or project must be **open to all** students, faculty, and staff at VCCCD and cannot be limited to in-class presentations.

Review of applications will cont

Faculty Staff Diversity Mini-Grant Application

Electronic submission is required. A signature page signed by each team member is required; please
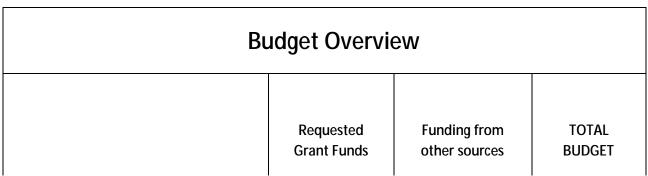
Project Narrative. Please be concise. Structure your narrative as follows. Do not omit any section.

1. Discuss the **need** for this project;

2. Provide a detailed description of the project, including how it will be implemented and the specific roles of each member of the team;

3. Provide the **timeline** for the project. Be sure to specify at what point the grant will be considered complete. Final Report is due within 3 months after completion;

4. Describe the **target audience** and indicate how many participants are expected. Discuss how the project will be publicized and promoted and, if appropriate, how participants will be selected.

5. Discuss specifically **how the project relates** to the current VCCCD EEO Plan;

6. List at least **3 measurable outcomes** for this project/event. For each outcome, identify how it is c
   6. List at least

Budget Overview			
	Requested Grant Funds	Funding from other sources	TOTAL BUDGET
STIPEND			