Diversity and Inclusion Fund Application

Proposal Title:

Funding Requested: $

Name of Application Submitter:

Sponsoring Organization(s) (if applicable):

Brief Proposal Description:

_____

_____

_____

_____

_____

_____

Preferred Location: _____

Backup Location(s): _____

Estimated Date(s) of Event: _____

I, the submitter identified above, acknowledge that I have fully read the guidelines for applying for the Diversity and Inclusion Fund. If awarded the funds, I promise to maintain open communication with the Lewis & Clark Office of Diversity and Inclusion throughout the program planning, execution, and assessment processes. If I do not follow through on these commitments or do not execute the proposed programming, I understand that I (and/or an associated campus organization) may be suspended from applying for Diversity and Inclusion Funding in the future.

Name (printed): _____

Signature: _____

Date: _____

Evaluation Questions:

These responses are critical to the evaluation of your proposal. Please put your responses under the appropriate question. Use as much space as needed.

1. **How will your proposal advance diversity, social justice, or inclusion on campus?** Does it align with the college and/or ODI's mission and values? Is the focus on education, awareness, facilitating dialogue, cultural appreciation, etc.?

2. **What opportunity is created (or what problem is solved) by this programming?** What impact will it have? What advantages does the proposal offer over existing options on-campus?

3. **Who will benefit and how?** What is the size of the target market? How is this group or need currently served?

4. **Is this programming open to the entire University community (CAS, Law, and GSEC; students, faculty, and staff)?** Why or why not?

5. **What is your timeline for organizing this event?** What tasks are already done and what still needs to be done? What obstacles are you facing now and in the near future?

6. **What is your proposed budget and marketing plan for this event?** If you are bringing in a speaker/presenter, do you have a contract or quote from them? Do you need to pay for the space you need or food to be provided?