

# Diversity & Inclusion Fund Allocation Process

Spring 2019

## OVERVIEW

### Purpose

At Lewis & Clark, we believe that people learn best, and flourish the most, when they encounter perspectives, people, backgrounds, and experiences other than their own. Diversity creates the best educational environment, and inclusion speaks to our highest ideals.

The Diversity and Inclusion Fund, administered by the Office of Diversity and Inclusion (ODI), provides an opportunity to support specific initiatives and opportunities that will help us to create an ever more inclusive and equitable campus. Funds should support innovative and creative activities seeking to accomplish the aforementioned purposes, not simply to replace existing funding from other sources of routine activities.

This fund is supported by donations made specifically to support programming and initiative which aid our campus in growth in the areas of diversity, equity, and inclusion. As such, **available funding may differ from year-to-year.**

### Eligibility

Students, faculty, and staff are eligible to apply for Diversity and Inclusion funds in order to bring diversity-minded programming to the college. Applicants must be either:

- A. Current Lewis & Clark College students (enrolled in at least \_\_\_\_ credits) at the time of application and at the time of the proposed programming, or
- B. Current Lewis & Clark College full-time employees at the time of application and at the time of the proposed programming.

Undergraduate, graduate, and law students are all eligible for funding. Student organizations, faculty, staff, and/or individual students may partner with one another to co-sponsor a proposal.

An individual can apply for the Diversity and Inclusion Fund a maximum of once per semester. Deferred and denied proposals may be re-submitted for approval in the same semester.

Student organizations that have been sanctioned by Campus Activities and whose funding privileges from the Student Activity Fund have been suspended may not request funding from the Diversity and Inclusion Fund until the suspension period is over and all sanction requirements have been met. Funding requests from these groups will be automatically denied.

## APPLICATION PROCESS

The Diversity Fund Application is [available online](#) and must be submitted electronically as a PDF to [lccdi@lclark.edu](mailto:lccdi@lclark.edu).

Proposals must be submitted **at minimum three weeks prior to the proposed event date**. The further in advance an application is submitted, the better. Early submission allows for ample time to market the program. Funds are also distributed on a first-come, first-serve basis, so early applications will pull from a larger funding pool. Funding limits for the academic year are established at the beginning of each fall semester.

Applications will be reviewed and evaluated on a rolling basis by the ODI staff. The submitter should expect a decision no later than 5:00pm, five business days after submitting their application. The review process is open during the summer semester but may be slower.

## REVIEW PROCESS

### Project Evaluation Criteria

Project applications will need to show that they are aligned with the diversity and inclusion missions of the college and ODI, are serving a significant population of the community (size and/or underserved), educate the program attendees, and have a concrete plan for implementation and execution. ODI will evaluate applications for these key items via a rubric.

Once an application is reviewed, one of the following decisions will be delivered to the applicant:

1. **Approved:** The proposal has met the qualifications of each rubric item. An award letter will be sent to the applicant detailing the amount of funding given and next steps.
2. **Deferred:** The proposal has met some of the rubric items and is on the right track. Constructive feedback will be given on which aspects of the application need to be refined. This proposal can likely be edited and resubmitted within two weeks, maintaining the originally planned program date.\*
3. **Cost-Deferred:** This proposal is at or near approval-level quality, but the Diversity and Inclusion Fund does not have enough funding this academic year for this project. Unless a smaller award than requested is workable, it's recommended to push this project to the following academic year when additional funds are available.

4. **Denied:** The proposals has met few or none of the qualifications for approval. Guidance will be provided on which aspects of the proposal require greater attention and thought. It's possible to refine and resubmit this project to meet the two-week re-application deadline\*, but it will require substantial work to do so.

\*Because proposals may be sent back for edits, it is prudent to **apply as far in advance as possible**. Proposals which are deferred or denied and would like to re-apply for funding for the same event/project must do so **within two weeks upon receipt of feedback**.

If funding is denied for a second time and the applicant still wishes to receive funding, applicants may appeal. Applicants who wish to appeal a decision made by the Office of Diversity and Inclusion may set up a meeting with ODI to discuss the appeal process.

## Funding Available

Funds will not be allocated for programming that conflicts with the time of events directly organized by [Inclusion and Multicultural Engagement](#) or ODI. Those applying for a multi-day or multi-activity symposium, identity/heritage month/week, or any multi-activity events must submit a separate proposal for each event seeking funds.

The average funding level is approximately \$500 per request. The maximum amount of funding for a proposal, if needed, is \$2,500. An exceptional proposal with powerful impact and exemplary planning *may* be eligible for funding above \$2,500, but this would be a rare occurrence.

Because funds fluctuate based on availability, we cannot guarantee that a project will be funded at the same level year-to-year.

Funding is not to be used as prize money or to purchase prizes for a program.

## Examples of Funding Requests

- Visibility/Remembrance Days
- Community Organizing Training
- Alternative Spring Break Trip
- Keynote Speaker Presentation
- One event of a heritage/identity month
- One workshop/presenter in a symposium
- Cultural arts show, program, or concert

## Examples of Educational Components

- Group discussions/guided reflections
- Facilitated Q&A session

- Presentations
- Exhibitions
- Printed materials

## FUNDED-PROJECT PROCESS

### Program Planning

All publicity for funded events must indicate clearly that the event was sponsored all, or in part, by the Diversity and Inclusion Fund.

Those that fail to communicate and/or meet with ODI staff in the manner specified in their award letter may have their funding rescinded. Programming that fails to occur will be evaluated by the funding committee and may result in a suspension from applying for future funding.

### Post-Programming

Award recipients are expected to submit specific project documentation **within one month** of the end of their programming. The needed documentation includes:

1. A completed assessment of the program, crafted in collaboration with ODI
2. A report on all project expenditures, including receipts for all purchases made specifically with Diversity and Inclusion Fund monies
3. A breakdown of the contributions of the primary program organizer(s) and volunteers
4. A summary of the program's goals and accomplishments, including how it impacted student life at Lewis & Clark

ODI staff are readily available to provide guidance to program organizers on the items above, so that they may complete them in a timely manner. Failure to submit all of the above materials may jeopardize future funding requests for the individual or associated group.