

# Diversity, Equity, Inclusion, and Accessibility Grant Program

## Request for Proposals (RFP)

Opens: March 13, 2023

Closes: April 10, 2023

**The Office of Diversity, Equity, and Inclusion (ODEI) and the Diversity, Equity, Inclusion, and Accessibility Grant Program Award Committee invites Cal Poly Humboldt students, student organizations, staff, and faculty to submit proposals for programs offered on campus to the university community that cultivate awareness and inclusivity of Diversity, Equity, Inclusion, and Accessibility (DEIA).**

Diversity is the range of human differences. Such dimensions of diversity may include – but are not limited to – culture, race/ethnicity, sexual orientation, ability, gender, gender identity, gender expression, age, social class, physical and mental ability or attributes (visible and invisible), religious or ethical values system, national origin, and political beliefs.

**The DEIA Grant Program has a typical award budget of \$35,000 per year. Awards are typically, but not necessarily, awarded as follows:**

**Faculty:** up to \$5,000

**Staff:** up to \$5,000

**Students:** up to \$1,000

Program expenses typically funded include speaker fees, travel for visiting speakers, event publicity and marketing, and various other expenses associated with individual activities and programs.

Please see our website for funding details and restrictions at [diversity.humboldt.edu/content/diversity-equity-and-inclusion-grants](https://diversity.humboldt.edu/content/diversity-equity-and-inclusion-grants).

If you have any questions, please call or email Isaac Torres, ODEI Administrative Support Coordinator: (707) 826-4503, [diversity@humboldt.edu](mailto:diversity@humboldt.edu).



Proposals that advance diversity, equity, inclusion, and accessibility and/or help with the retention of underrepresented students and faculty will be prioritized.

**Application:**

- **Narrative:** Provide a narrative of your proposal describing the project or proposal for which you are requesting funding and how it relates to raising awareness, deepening understanding, and/or engaging the campus community in dialogue about one or more of the multiple dimensions of diversity and equity.
- **Budget:** Provide the categorical budget form provided in the InfoReady application portal detailing your expected expenses.
- **Budget Manager or Organization Representative Approval:** Complete the proposal approval form provided in the InfoReady application. Budget Manager(s) include a department's ASC, Budget Analyst, and primary applicant. Student organizations are required to provide approval from the respective Clubs and Activities representative.

**Timeline:**

- **March 13:** The grant proposal submission portal will open on March 13th and will remain open for four weeks.
- **April 10:** Request for Proposals (RFP) Submission Deadline
- **Last week of April:** Grant awards will be announced on the Office of Diversity, Equity, and Inclusion website, and by email to awardees, during the last week of April, before the end of the semester. The award email will contain instructions for fund disbursements and other relevant information.
- **August 2023:** Funds will be distributed to awardees by the beginning of the semester of the proposed project.

**Additional Timeline Guidelines:**

- The project must occur within the next Academic Year. **Provide the anticipated timeline of your project in your proposal.**
- If your project is scheduled for the Spring semester, funds must be used by May 17th.
- If your project is scheduled for the Fall semester, funds must be used by December 31st.
- If funds are not used by these deadlines, funds go back into the grant pool for the next funding cycle.
- If there are any changes in the date of your project, notify ODEI at [diversity@humboldt.edu](mailto:diversity@humboldt.edu).
- Once the grant is awarded, the expectation is that grant funds are to be used within the proposed funding cycle. Postponements or extensions will be considered by the ODEI by request.

**Grant Funding Restrictions:** Grant monies awarded do not fund the following:

- Event T-shirts
- Staff/faculty/student or any other member of the campus community salary, stipend or honorarium, travel and lodging
- Any expenditure that is not solely for the program as described in your grant application
- Food that is not culturally relevant to your project (If your proposal includes culturally relevant food, students or community guests must be invited to attend the event).
- Gifts
- Alcoholic beverages
- Off-campus recruitment projects
- Curriculum development
- Fundraising activities
- Awards are limited to one award per project
- Recurring programs or events beyond three (3) years.\*

**Printing/Publicity:**

Grant money can only be used for publicity if it was included in your proposal and budget (amount may vary from what you requested).

All publicity must acknowledge the sponsoring of the event/program by the Office of Diversity, Equity and Inclusion and the DEIA Grant Program, in partnership with the Office of the Provost.

**Progress Reports:** If awarded, please complete the online Progress Report via InfoReady when your roject is completed (instructions to be provided if awarded). This evaluation is used to assess the effectiveness of your program and the success of the DEIA Grant Program. This evaluation form will be attached to any future grants you apply for (if it is for the same event) which will assist the committee in determining the success of your event. If you do not submit an evaluation and are applying for a recurring event/program in the future, your application will not be eligible.

**\*Important Note About Ongoing Programs and Projects:**

In order to allow this grant fund to support new and innovative diversity, equity, inclusion, and accessibility programs for the Cal Poly Humboldt campus, programs and projects that are offered on an annual/ongoing basis are not eligible for grant funding after a maximum of three (3) cycles of funding from the DEIA Grant Program. If applying for a third year of grant funding, applicants are required to state their intention to request permanent/sustainable funding from other sources. You may consult the Office of Diversity, Equity, and Inclusion for advice about how to seek such ongoing funding for your event.

*Examples of annual events that were once funded by Diversity, Equity, and Inclusion Grants, but have now become integral parts of our campus culture and are thus funded by relevant administrative units include: The Campus Dialogue on Race, International Education Week, the Annual Q-Fest, the Social Justice Summit, and many others.*



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## Scoring Rubric

Criterion	4- Exemplary	3- Adequate	2- Needs improvement	1- Insufficient Evidence
<b>Innovation</b>	Project represents the implementation of a new insight or idea, with potential benefits of change made clear	Project represents local implementation of emerging innovation or trend, with potential benefits specified	Project represents practice(s) commonplace within field, or an adoption of a change with well-established benefits	No innovation described or specific potential improvement defined
<b>Justification</b>	Strong rationale and significance of proposed work. Addresses specific need(s) common among peer institutions	Rationale or significance of projects tend toward the too-specific or too-general, but overall argument holds.	Weak presentation of institutional or community need, or tenuous argument for grant's ability to address need.	Unconvincing or no evidence of need presented, or grant proposal does not address stated need.
<b>Alignment with DEIA Grant Program</b>	Project outcomes or activities align with both ODEI vision and goals of greater community	Project elements align with goals of either the ODEI or its greater community, but not both.	Project tangentially but not directly related to ODEI strategic vision or community goals	No explicit relationship between project and the agenda of ODEI or community
<b>Feasibility</b>	Personnel, project activities timeline, and budget expenditures congruent with project description and outcomes	Deficiencies or overestimations exist in personnel, timeline, or budget within tolerable range, outcomes appear achievable despite gaps or leaps	Project's assembled personnel, timeline, or budget expose weaknesses in plan design. Outcomes unlikely to be achieved in project's current form.	Insufficient information about personnel, project activities timeline, or budget expenditures to gauge feasibility.