

Diversity, Equity, and Inclusion Grant Program



Request for Proposals

Posted: October 14, 2022

The Office of Diversity, Equity, and Inclusion (ODEI) and the Diversity & Equity Grant Committee invites Cal Poly Humboldt students, student organizations, staff, faculty, and underrepresented faculty to submit proposals for programs offered on campus to the university community that raise awareness, deepen understanding, and/or engage the campus community in dialogue about one or more of the multiple dimensions of diversity, equity, and inclusion (DEI).

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, sexual orientation, age, social class, physical ability or attributes, religious or ethical values system, national origin, and political beliefs.

Allocations for Humboldt Diversity & Equity Grant Program awards are typically, but not necessarily, awarded as follows:

- **Faculty:** up to 5 awards each at \$5,000 (Programs and/or Research)
- **Staff:** up to 3 awards each at \$5,000
- **Students:** up to 5 awards each at \$1,000

Program expenses typically funded include speaker fees, travel for visiting speakers, event publicity and marketing, various expenses associated with individual activities/programs (from facility rental to printing event handouts), and many, many more.

Please see the following pages for funding details and restrictions and <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.

[CLICK HERE TO APPLY](#)



Diversity, Equity, and Inclusion Program Guidelines

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

Applications:

- **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 a categorical budget form detailing your expected expenses.
- **Budget Manager or Organization Representative Approval:** Provide an proposal approval sheet from your department Budget Manager (for Colleges and Programs), or approval from your Clubs and Activities representative.

Timeline:

- **Third week of October:** The grant proposal submission portal will open by the third week of October and will remain open for four weeks.
- **First full week of December:** Grant awards will be announced on the Office of Diversity, Equity, and Inclusion website, and by email to awardees, during the first full week of December, before the end of the semester. The award email will contain instructions for fund disbursements and other relevant information.
- **Second week of January:** Funds will be distributed to awardees by the end of the second week of January.

Additional Timeline Guidelines:

- The project must occur between the beginning of the following Spring and the end of the subsequent Fall semester.
- 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.
- 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.

All paperwork for payment and/or reimbursement must be turned in to your department by the end of the semester in which the program occurs. There is no guarantee any funding and/or reimbursement received thereafter will be paid unless your event spans more than one semester or you are awaiting additional receipts or invoices. In this case, please send an email to the ODEI regarding the circumstances to request an extension.

If awarded, please complete the online Progress Report when turning in all paperwork (instructions to be provided if awarded). This evaluation is used to assess the effectiveness of your program and the success of the Diversity and Equity 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.

Diversity, Equity, and Inclusion Program Guidelines, Continued

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

- Event T-shirts
- Per diem for speakers
- 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
- Gifts
- Alcoholic Beverages
- Off-campus recruitment projects
- Curriculum development
- Fundraising activities
- 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 Diversity and Equity Grant Program, in partnership with the Office of the President and the Office of Academic Affairs.

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

In order to allow this grant fund to support new and innovative diversity, equity, and inclusion 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 Diversity, Equity, and Inclusion 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.

