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.

8. A **final report is required** and it will appear on the EEO/Diversity Committee website. That report is due no later than three months after the funded activity. Failure to submit a final report will disqualify applicants from receiving future Faculty and Staff Diversity Mini-Grants.

9. Grant funds **may not be used for** food, beverages, salaries or stipends for VCCCD employees, or employee travel.

Review of applications will continue contingent on available funds. At the committee's discretion, applicants may be asked to participate in a brief interview to better explain their proposal.

Successful applicants are expected to mention that the event/project was funded by a Faculty/Staff Diversity Mini-Grant.

Mini-grants can be used for many purposes, including but not limited to the following:

- Guest speakers on a diversity topic.

- Special program(s) intended to increase respect for diversity and individual differences.

- Equipment or other material items used to support under-represented or under-served groups.

- Projects to enhance and support the recruitment, retention, and development of a diverse full-time faculty and staff.

- Events that expand the inclusion of issues related to race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes, religious or ethical values system, national origin, and political beliefs.

Faculty Staff Diversity Mini-Grant Application

Electronic submission is required. A signature page signed by each team member is required; please include a scanned/digitized copy with your submission or send the signature page separately to the HR Department.

Project Title (up to 25 words):

List the members of the team and indicate their roles on the project. One member should be identified as Team Leader.

1 (required) _____   Role on team: _____

2 (required) _____   Role on team: _____

3 (required) _____   Role on team: _____

4 (optional) _____   Role on team: _____

5 (optional) _____   Role on team: _____

Add additional lines as necessary to list all team members

Contact Information for Team Leader:

Project Summary/Abstract If the application is approved this project summary will be posted on the EEO Committee website.

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 connected with the VCCCD EEO Plan. Include a description of how the outcome will be assessed.

Budget and budget Justification. Use the attached budget form. Required components are:

1. Itemized list of expenses with a brief explanation of each;
2. Itemized list of funds anticipated from other sources;
3. Amount requested from the Faculty and Staff Diversity Mini-Grant.

See the Mini Grant Rubric for additional guidance. If required components of the grant application are missing, the grant will be returned.

Final Report.

A final report is required. Failure to submit the final report will exempt all team members from future mini-grant funding. The final report is due 90 days after the expected completion date. Final reports should be submitted to VCCCD HR.

Expected completion date: _____

Signatures of all Team Members:

_____   _____

_____   _____

_____   _____

_____   _____

Budget Overview

	Requested Grant Funds	Funding from other sources	TOTAL BUDGET
STIPEND			
HONORARIA			
TRAVEL			
FOOD			
RENTALS			
PRINTING & DUPLICATING			
PROMOTION			
SUPPLIES & POSTAGE			
RESOURCE MATERIALS			
ASSESSMENT TOOLS			
OTHER			
TOTAL	$0	$0	$0

Mini-Grant Application Grading Rubric

Dimension	Description	Points	Comment
Project Title and Contacts 2 pts.	☐ Project title is provided ☐ Team member list is complete and Team Leader is identified with full contact information		
Project Summary 5 pts.	☐ Project summary accurately describes the project and makes a strong case that the initiative should be funded		
Project Narrative 30 pts.	☐ Discusses the need for this project; ☐ Provides a detailed description of the project, including how it will be implemented and the specific roles of each member of the team; ☐ Provides the timeline for the project. Specifies the date for completion. The final report is due within 3 months of completion; ☐ Describes the target audience and indicates how many participants are expected. Discusses how the project will be publicized and promoted and, if appropriate, how participants will be selected. ☐ Discusses specifically how the project relates to the current VCCCD EEO Plan; ☐ Lists at least 3 measurable outcomes for this project/event. For each outcome, identify how it is connected with the current VCCCD EEO Plan. Include a description of how the outcome will be assessed.		
Budget 3 pts.	☐ Itemized list of expenses with a brief explanation of each; ☐ Itemized list of funds anticipated from other sources; ☐ Includes amount requested from the Faculty and Staff Diversity Mini-Grant.		
Completion Date 0 Points	☐ The expected completion date of the project is identified		
Rater Name:		**Total Points (out of 40):**	