



CAMPUS DIVERSITY GRANTS FUNDING GUIDELINES

Purpose

The Graduate Assembly's Campus Diversity Grants provide up to \$1500 to student-initiated projects designed to benefit the educational experience of UCB graduate and professional students by supporting diversity at the campus level. Preferences are directed at projects which focus the following: (1) seek the recruitment of under-represented groups; (2) promote the retention of under-represented groups; and/or (3) enrich campus diversity by promoting special services, resources or events.

Fundable Projects

Diversity Grants can fund a variety of projects, which include (but are not limited to):

- Speaker Series, Conferences, & Symposia
- Student-Taught Courses
- Film Productions & Festivals, Dance & Music Performances
- Journals, Newsletters, Educational Manuals, & Student Handbooks

This is by no means an exhaustive list of fundable activities. However, all projects and events should be related specifically to the Berkeley campus.

Deadlines And Duration of Projects

Projects can be funded for an entire year or semester. The application deadlines are the same as the deadlines for EIGP applications for the given semester or year. A project whose duration is only one semester can receive full funding of \$1500, but cannot receive more than \$1500 in one academic year.

Reimbursable Items

Typically, funded budget items which are reimbursable include:

- Printing, Publishing & Photocopying
- Advertising & Publicity
- Honoraria up to \$150 per person
- Communications (postage & telephone)
- Space & Equipment Rental

*All items must be fully budgeted, with reasonable estimates of overhead costs. **Note that food, stipends, dissertations, and equipment over \$50 are not reimbursable.***

Application, Evaluation and Advertising

In addition to the requirements listed above, a project must be at least partially led by graduate students and have at least three graduate students involved. Proposals must include an explanation of how the project or event promotes diversity on the UCB campus as well as how the project will be advertised to attract interested students. Preference will be given to applicants working on issues of broad appeal and/or educational impact to UCB graduate students.

- **Evaluations: Groups that receive funding must submit an evaluation at end of each semester being funded. Sample evaluations will be included in all award letter notifications, and will be explained at funding workshops.**

Selection of Proposals

The Funding Committee is available to review draft proposals before the application deadline. Proposals will be selected by the Funding Committee, or the Executive Committee if the Funding Committee is not fully constituted. Selected proposals are then sent to the full GA for approval at the next meeting.

DIVERSITY GRANTS APPLICATION INSTRUCTIONS

Each grant application should include the following sections:

I. Cover Page

List the Project Title, Project Director plus *two* Co-Applicants, and the sponsoring Student Organization. Be sure to indicate that you are applying for a *GA Diversity* grant. Include the name, department, campus address, home address, e-mail and telephone of each applicant.

II. Description and Qualitative Measures

Describe your project. List when and where events will take place. Include target dates for events or publications. Explain how your project promotes diversity on the UCB campus. Preference will be given to applicants working on issues of broad appeal and/or educational impact to UCB graduate students.

III. Quantitative Measures

How many graduate students are in the sponsoring organization? How many graduate students will participate in or be affected by your project, and in which departments and disciplines? How many other members of the campus community will participate in or be affected by your project?

IV. Budget

Provide a complete, detailed budget for your project (see handout for a sample budget format). Indicate which budget items you would like the Diversity Grant to fund (be sure to review the grant restrictions described on the Diversity Grants information sheet).

V. Previous GA Funding

Has your project received a Diversity Grant within the past for years? Has your project received any other source of GA funding? If so when, and how much did you receive?

VI. Other funding Sources

What other funding have you secured, or do you plan to pursue, for your project. If this project will be repeated in future years, where will you seek future funding? Projects are required to pursue additional sources of funding besides Graduate Assembly grants.

VII. Advertising

How do you plan to reach your target student audience?

Applications must be typed and **should not exceed five pages**. Six (6) copies of each application are due in Anthony Hall by 5pm on the appropriate deadline. Check the Graduate Assembly Business Office or the GA Web-site for application deadlines and additional restrictions. Incomplete applications will not be considered. Applicants will be notified of funding decisions within two weeks after the deadline.

Reminder: Student groups receiving grants must register at Sproul 102 in order to receive funds.