DIVERSITY INITIATIVES (2010-2015) GUIDELINES

Strategic and Tactical Planning: The University of Scranton values diversity as a critical part of its mission. It is the intention of the University Administration and Board of Trustees to promote initiatives that energize the commitment to diversity, provide opportunity for international and inter-cultural engagement as well as expand opportunities for multicultural experiences for our community. This is embedded within the 2010-2015 Strategic Plan for the University of Scranton and captured in Magis (the pursuit of excellence), Cura Personalis (care for the whole person) and Rei Solicitudo (Stewardship).

Scope & Access: The Diversity Initiatives Fund is available to any campus group, department or individual that seeks to promote a greater understanding of diversity through inclusive pedagogies, educational opportunities, multicultural activities and community outreach programs. Student applicants are required to have an employee sponsor (staff or faculty).

Collaborations: Projects that are a result of collaborations across groups, departments/divisions and off campus community are preferred.

Limitations: Only projects that are free and open to the university community will be funded. No off campus travel initiatives will be funded. Projects that encourage sustained dialogue on themes of diversity (in and out of the classroom) are preferred over ‘performance’ type events that measure attendance and passive participation.

Evaluation: All project proposals will be evaluated based on the following criteria:
1) Availability, Completion and Clarity of Information
2) Relevance to Primary Diversity Goals and Objectives
3) Project Design and Implementation (including theoretical framework, needs assessment, expected outcome and campus diversity impact evaluation)
4) Inclusion of a reasonable budget and realistic estimations of costs
5) Evidence of collaboration across groups, departments/divisions and off campus community.

The evaluation component is two-fold:
1. product evaluation (did project satisfy the desired objectives?); and
2. process evaluation (was the stated plan of action followed?)

Timelines: Applicants must include a timeline and a clear method of execution.

Project Sustainability: Applicants are encouraged to include a plan for continuation beyond the grant period, and/or the availability of other resources necessary to meet the needs of the project proposed.

Poster Presentation: All Diversity Initiatives Projects are to be presented in poster format at the Diversity Fair in the following year.
All Diversity Initiatives Fund applicants are strongly encouraged to target one or more of the goals outlined below.

<table>
<thead>
<tr>
<th>DEFINITION</th>
<th>Diversity: For purposes of Diversity Initiatives funding, diversity is defined as differences in gender, in religion, racial, ethnic, linguistic and cultural backgrounds; in sexual orientation, and in ability or disability.</th>
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<tbody>
<tr>
<td>PROJECT DESCRIPTION</td>
<td>Brief description of the project</td>
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| RATIONALE | a) Problem statement (or needs assessment)  
  b) Purpose of the proposal  
  c) Beneficiaries of the project |
| GOALS AND OBJECTIVES A | Recruitment and Retention  
  1. Engage in collaborative partnerships with the external community to increase diversity dialogue and educational opportunities for local students.  
  2. Build a campus environment that welcomes and supports diverse individuals in the spirit of *Cura Personalis*. |
| GOALS AND OBJECTIVES B | Campus Climate  
  1. Expand diversity training programs for all staff and students to contribute toward sensitivity and competencies.  
  2. Highlight cultural nuances in positive ways to expand the understanding of global ways of communication and interdependence. |
| GOALS AND OBJECTIVES C | Magis through diversity and inclusion  
  1. Share scholarly work in the form of contact diversity and classroom diversity to encourage students’ development of complex viewpoints and multiple perspectives.  
  2. Engage participants in diverse pedagogy and multiculturalism dialog that enhances educational policies and encourages the formation of complex and diverse viewpoints (‘cognitive openness’). |
| GOALS AND OBJECTIVES D | Institutional transformation through Outreach (off campus)  
  1. Activities that invite the collaboration and active participation of community partners and agencies. |
DIVERSITY INITIATIVES APPLICATION
2010-2015 INITIATIVES
APPLICATION FORM

Grant Amount:
Not exceeding $3500.00 per applicant (Inc. multiple projects/academic year). However, requests for larger amounts will be considered on their merits. All projects using Diversity Initiative Funds must be approved by the review board. **Student applicants are required to have an employee sponsor (staff or faculty).**

Dates:
Fall Proposal Deadline: On or before September 15,
- Spring Proposal Deadline: On or before February 28,
- Project Completion: Projects are to be completed by May 31.
- Please note that these deadlines are firm.

Applicant and Contact Info
Person, Group or Department Applicant:
Contact Information:

Estimated Cost: Amount of Funds Requested:
The Proposal Budget: Please provide a detailed budget including (where applicable). Where actual prices are not available, estimates as close as possible to actual costs are strongly recommended*
  a) Travel costs
  b) Food/Refreshments
  c) Speaker honoraria
  d) Printing costs
  e) Hotel
  f) Other – specify

**NB: Required: proof of purchase and/or original receipts for all costs incurred.**

Description of Proposed Initiative: Please provide a brief description of the project. Include clear objectives that will **promote our Diversity** Goals (see above for Goals & Objectives A-D)
Rationale: The Problem Statement:
The problem statement (or needs assessment) is a key element of a proposal that makes a clear, concise, and well-supported statement of the problem to be addressed. This will include the purpose of the proposal. What need have you identified (see our goals above)? Who are the beneficiaries of the project? How will they benefit?

Timeline for Initiative: Program Methods and Program Design: A Plan of Action.
As you have stated the problem above, please demonstrate (with clear time lines) the method of execution.

Evaluation of Initiative’s Impact on University goals for Diversity: The evaluation component is two-fold: (1) product evaluation (did project satisfy the desired objectives); and (2) process evaluation (was the stated plan of action followed?). You will also be required to include this in the report at project completion.

Future Funding: Long-Term Project Planning: Describe a plan for continuation beyond the grant period, and/or the availability of other resources necessary to meet the needs of the project proposed.

*Please note: It is important to provide accurate estimates of expenses at the time of application. Applicants will be responsible for any overdrafts on accounts. All receipts must be submitted with final report by May 31 of application year.