**The Equity and Access Committee**

**Call for Proposals:**

**“Projects in Support of Texas State’s Diversity and Inclusion Plan”**

Texas State’s Equity and Access Committee is taking requests for a one-time funding of projects that support the Diversity and Inclusion Plan, which is a part of the 2017-2023 University Plan. Projects should impact large numbers of students, faculty, and staff during the Fall semester of 2018. Examples of projects include performances, lectures, exhibits, conferences, and symposia. Applicants may request up to $5000, and proposals that demonstrate the commitment of matching funds will receive priority.

**Deadline and Submission:** The deadline for submission is April 21, 2018 by 5:00 p.m. No exceptions will be made. Send the request form (below and attached) and supporting documents in a single PDF attachment to **equityaccess@txstate.edu****.** In the subject-line of the e-mail write: c/o Dr. Vincent Luizzi, Interim Chair, Equity and Access Committee.

**Eligibility:** All students, faculty, and staff are eligible to submit a request to fund a project, and each request must be sponsored by a one or more university office, department, or organization. Each sponsor must sign the request for funds, and the official faculty or staff adviser must sign a request sponsored by a student organization. The Equity and Access Committee will not consider requests to fund projects that it supported for Fall 2017 or Spring or Summer 2018. Also, it will not support requests for software, scholarships, food, or conference, registration, or membership fees. Applicants who received an award for a project in the past should have fulfilled their obligation to file a final evaluation of that project with Equity and Access.

**Requirement Related to Diversity and Inclusion:** Proposals must support one of the five goals of the Special Assistant to the President’s Diversity and Inclusion Plan that include:

Goal 1: Strengthen our culture of respect and inclusion

Goal 2: Strengthen our efforts to better identify and overcome barriers to inclusion

Goal 3: Strengthen our ability to better understand and define our university community

Goal 4: Strengthen our efforts to maintain a safe university environment free from discrimination and sexual misconduct

Goal 5: Strengthen the diversity of faculty and senior-level administrators (director & above)

**Obligations of Award Recipients:** Award recipients must spend the funds for their designated use by December 31, 2018 and return any balance to the Equity and Access Committee.  Within thirty days of the project’s conclusion, award recipients mustsubmit a final report form to the Office of Equity and Access.

**One-Time Funding Request**

**Equity and Access Committee**

1.   Applicant’s name; department, office, or organization; e-mail and telephone

2.   Title of Project:

3. Funds requested: ($5,000.00 maximum)

 Matching Funds:

THE SELECTION COMMITTEE EVALUATES EACH APPLICATION WITH A MATRIX USING THE REQUIREMENTS IN 4-9 BELOW.

4. Fully describe the project the proposed schedule of events, and attach any supporting documents. People, biographies,

5. Indicate which diversity and inclusion goal is supported by this project and explain how the proposed activity will contribute to meeting that goal.

6. How will the project impact students, faculty, and staff and how many will it impact?

7. Discuss how you will advertise and collaborate with other units to promote attendance or participation in the project.

8. Budget: Show how costs and expenses will be covered by requested and matching funds, including in-kind contributions like the use of volunteer workers. List each expense including travel, lodging, salaries, honoraria, advertising, posters, and building use fees. List each source of income and the amount with a clear indication of how much of the total cost will be paid by Equity and Access & how much of the total cost will be covered by matching funds.

9. Documentation: Attach supporting documents and attachments along with a list of them. These may include letters of support, documentation of donations or contributions, and information about performers or other key personnel.

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**Applicant’s Signature and Date                                Co-Sponsor Signature and Date**

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**Co-Sponsor Signature and Date                                Co-Sponsor Signature and Date**

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**Signature of Chair, Supervisor, or Adviser and Date**

Send this form and supporting documents in a single PDF attachment to **equityaccess@txstate.edu**no later than April 21, 2018 at 5:00 p.m. In the subject-line of the

e-mail write: c/o Dr. Vincent Luizzi, Interim Chair, Equity and Access Committee.