Diversity Infusion Grant
GENERAL INFORMATION

The Rollins Diversity Council invites proposals from faculty/staff in collaboration with students to support projects in keeping with our guiding principles that will help to further our mission of increased diversity, equity, inclusion and social justice on campus. Successful applications will demonstrate the potential for enduring impact at Rollins.

Guiding Principles:

- We affirm the value of human diversity because it enriches our intellectual lives and our community.
- We celebrate the open exchange of ideas within a climate of civility and mutual respect.
- We reject all forms of prejudice and discrimination, including those based on sex, disability, race, age, religion, color, national or ethnic origin, ancestry, marital status, veteran status, sexual orientation, gender identity, gender expression, genetic information, physical characteristics, or any other category protected by federal, state, or local law.
- We take individual and collective responsibility for helping to eliminate bias and discrimination and for increasing our own understanding of these issues throughout the Rollins community

Projects should focus on the enhancement of diversity, equity and inclusion on campus. Suggestions include:

- Designing a workshop series on diversity and inclusion for students not previously offered on campus.
- Designing a "train the trainer" program for course redesign, pedagogical practices, or co-curricular programming never previously offered through an existing office on campus.
- Researching and drafting a proposed policy change that could positively impact the employee or student experience
- Revising or designing a course diversity, equity, inclusion and/or social justice that will be offered on a recurring basis
- Research of best practices leading to increased recruitment and retention of underrepresented faculty and students
- An assessment plan for current efforts in recruitment and retention of underrepresented faculty, staff, or students
- An assessment plan for diversity across the curriculum

Grants of $2,000 will be awarded for developing the project. Up to an additional $750 may be awarded for specified costs associated with the project. Expenses will remain limited to $750 per project.

OVERVIEW OF THE APPLICATION PROCESS

I. Review of Grant Proposals

Please remember that while your proposal will be reviewed in a spirit of collegiality, there is <u>no discipline specific review</u>. Grant proposals will be blind reviewed by the faculty, staff, and student members of a subcommittee of the Diversity Council. Your objectives must be well conceived, clearly stated, and written in a language that can be understood by a general audience.

In addition, proposals that support department activities should be accompanied by a statement from the department head or director, or from the appropriate dean. This statement is particularly important when supplies, space, and supporting personnel for the project relate to departmental activities and budget support.

II. Deadlines

    A. The submission deadline is **Friday, December 1, 2017**.

III. Submission of FSAR (for faculty)

Grant applications will only be considered from faculty members who have filed their most recent FSAR with the Dean of Faculty's office. Submissions of the grant should be sent in .pdf or .docx format to diversitycouncil@rollins.edu.

IV. Final Report and Presentation

Following the receipt of a Grant Award, recipients are required to file a report on their accomplishments with the Diversity Council. A Final Report is due by May 30 of the year following receipt of the grant. A specific accounting of expenditures will be part of this report. Grant recipients should expect to participate in a public forum about their completed project. Your application and report are considered to be matters of public record. If you do not wish either to be made public, explain why in the application. Please note that the results of any given project may or may not be officially institutionalized at the College; particularly in cases of proposed policy change.

APPLICATION GUIDELINES

I. Eligibility

    A. Full-time faculty with continuing contracts and regular staff in collaboration with any Rollins student (CLA, Holt, Crummer) are eligible for Diversity Infusion Grants.

    B. Proposals will be judged on the completeness of the application, the quality of the project, the perceived value of the work, the likelihood that the applicants can and will complete the project. Funding in future grant cycles is contingent upon evidence of successful completion of the project.

C. The committee <u>will not fund</u> proposals that have the following characteristics:
1. Lack clearly stated goals and methodology
2. Lack a clear, detailed budget and rationale for all requested funds
3. Courses/projects already fully funded through other sources

D. The committee <u>will not review</u> proposals:
1. Submitted after the application deadline.
2. With missing information, e.g., no vita, no budget, incomplete responses
3. With budget exceeding $2,750
4. From faculty members who have not submitted an FSAR for the previous year

E. Proposals meeting the following criteria will be given priority in the event that the number of applications exceeds available funds:
1. Proposals with exceptional merit
2. Proposals demonstrating lasting impact on the Rollins campus
3. Proposals that fulfill the guiding principles of the Diversity Council
4. Grants that include mechanisms to assess/compare student experience or campus climate before and after the changes you plan to implement

II. Permitted Expenditures

Expenditures must be justified in terms of their relationship to the project. The budget parameters for current college rates for travel, the current minimum wage, and current status on faculty stipends is available from the Finance Department.

Additional funding parameters include:

A. Grant will fund a $2,000 award shared between and determined by grant recipients (faculty and student or staff and student). Student participant shall receive no less than 35% of the shared award.

B. Software or hardware requests (requests should be submitted to the Dean of Faculty or Chief Information Officer as part of regular support funding)

C. Travel (automobile travel will be funded at the current indexed rate per mile)

D. Per Diem in accordance with federal guidelines

E. The project must be undertaken during the fiscal year (June-June) following the grant award decision. Funding will not be awarded for projects with an unknown proposed start date or with a vague or unrealistic timeline

III. Excluded Expenditures

A. Funding for conferences and meetings that are typically or can be supported by faculty travel grants or by a staff member's department budget

B. Per Diem expenses for longer than 5 days

C. Computer hardware and software

D. Travel for support staff

E. Car rental expenses in excess of the per diem

GRANT APPLICATION FORM
Diversity Infusion Grant

Applicant Information:

Faculty/Staff:

Name:	
Title:	
Department:	
Office Phone Number:	
E-Mail Address:	

Student:

Name:	
Year:	
Major:	
Phone Number:	
E-Mail Address:	

Grant Proposal:

Short Title of Grant Proposal:	
Proposed Start Date:	
Proposed End Date:	

Description of Grant Proposal:

Objectives of grant proposal: Please list objectives that are clear, specific, concrete, and measurable.	1) 2) 3) (etc.)
Describe why this project is important. In what ways is the proposal going to positively impact the campus? How does it add value to the student experience?	
Describe the expected outcome(s) for this project.	

Faculty/Staff Background/Interests: Describe how your background and/or interests prepare you to complete the proposed project.	
Student Background/Interests: Describe how your background and/or interests prepare you to complete the proposed project.	
Plan of Action: Describe how you will complete the project given competing demands on your time or in addition to your normal job responsibilities.	
Feasibility and Collaboration: With which other offices on campus will you need to collaborate to ensure the success of your project? What additional resources will be needed, if any?	

Proposed Budget:

(Please review Permitted Expenditures section and provide as much detail as possible. Be specific about what costs will be incurred for travel, telephone, staff support, photocopying, etc. This budget will be for one year only).

Item	Justification	Amount
Faculty/Staff Award	$2000 included to be distributed between faculty/staff and student collaborators (show breakdown of award distribution— student participant must receive no less than 35% of award amount)	$
Student Award		$
		$
		$
TOTAL		$

*Conference travel to present results of the project is not normally funded

Additional Support for Current Proposal

	YES	NO
1. Have you applied for or been granted any external or other internal sources of funding for this proposal?		
If yes, clearly identify all other requests that duplicate this proposal, indicating the periods and amounts of all support requested and/or received, along with the status of the support.		
If you are requesting funds for a second or third year of support for one project, attach a progress report.		

Attach to this application:

Abbreviated Vita or Resume (3 pages maximum) for each person

Department Approval Statement: Proposals requiring departmental approval (new course development, curriculum redesign, faculty leave, etc.) or support (supplies, space, supporting personnel, etc.) should be accompanied by a statement from the department head, director, or appropriate dean that affirms support for the project. This statement is particularly important when the proposal involves the design of a new course or changes to a department's curriculum.

Staff applicants should seek a statement of support from their department head that outlines the expected number of hours in total for exempt staff or per week for hourly staff that will be necessary for successful completion of the project. The statement of support from the department head should include their understanding that you may require time away from your normal job responsibilities in order to work on your proposed project and/or that in the very least, this project is something you are voluntarily choosing to take on above and beyond your normal job responsibilities. It is within the department head's purview to request a written plan of action from the staff member outlining how they plan to continue to fulfill their normal responsibilities in addition to their proposed project given its scope and timeline.

Signature _____ **Date** _____

Send this application electronically as .pdf or .docx to diversitycouncil@rollins.edu by December 1, 2017.