**CALL FOR PROPOSALS
Diversity and Inclusivity Team Grants**

**Purpose**

This in-house small grant program is designed to help teams of faculty to increase the diversity content in their courses. Teams must include at least 4 people that share some sort of commonality. They might all come from the same major or minor. They might teach students who want similar careers (e.g., health-related careers). They might all teach using a similar teaching style (e.g., lecture).

**Process**

Grant applications are due in the Faculty Development Office. The format for the applications and the budget form are on the next pages of this notice. Only one proposal may be submitted per person per year for this grant. The applications will be reviewed by the Committee on Academic Diversity and Inclusivity and their recommendations will be forwarded to the Dean, who will make the final decision.

Up to two proposals will be selected for funding in the current academic year. That money should be spent between June 1 and May 31. If you need to spend money before June 1, please indicate what that money is needed for and why it needs to be spent early. Not all exceptions will be possible.

**Reports**

Reports utilizing assessment results will be due from grant recipients by August 1, after the academic year concludes. The report should include a summary of the objectives of the grant and an assessment-based evaluation of how well the objectives were met.

A summary of how the money was spent should also be included.

**Eligibility**

All faculty with full-time contracts in both the previous and current academic years are eligible to be part of an application team. Application teams must consist of at least 4 faculty members. No individual may be part of more than one application team. An application team member who has previously received an RSC, Diversity, and/or Course Development and Enhancement grants will only be considered for a new grant if all their receipts and their final report have been submitted.

**Projected Expenses**

Each award will be for up to $2000 for a team of 4 or more faculty members. The funding may be used for an outside consultant, for books/webinar or other resources, and/or for food when the team meets. The money could also be used for a taxable stipend of up to $200 per person.

**Diversity and Inclusivity Team Grants**

Format for Applications to the Diversity and Inclusivity Course Development and Enhancement Fund

Please address your application to an interdisciplinary audience of your Simpson College colleagues, not to specialists in your field. Please submit your grant request to the Faculty Development Office. The CADI will review the applications and make recommendations to the dean ($750 grants), who will make the final decision. The application should include the following items:

1. Proposal Title

2. Name of the Primary Proposer

3. Names of Other Team Members

4. What makes this particular group of faculty a team? That is, what do you all have in common?

5. A description of the team’s goals.

6. A description of how you intend to use the funding: This should include a specific description of the purchases and activities, including location, staff, schedules or itineraries, and desired outcomes. Provide a justification for your use of the funds. For example, articulate the need for an outside consultant and what the consultant could provide that you couldn’t do on your own.

7. A complete budget for the project. The budget should be submitted using the standardized budget form below.

8. List the RSC, CDE, and Diversity grants (including the year for which the money was awarded) received by each member of the team.

* If you have received a grant in the past, please attach a copy of your final report with assessment results. If the previously submitted report does not indicate how the goals of the project were met or include assessment results, a revised version of the report may be submitted with this application.
* Include a summary of how the monies were actually spent.

9. Please indicate whether, if your proposal is funded, we may share your proposal with others. Your answer to this question will not influence whether your proposal is funded.

**SIMPSON COLLEGE BUDGET PROPOSAL FORM Diversity and Inclusivity Team Grant**

|  |  |  |
| --- | --- | --- |
| **ITEM** |  | **AMOUNT** |
| **Equipment** | **$** |
| **1:** | **Cost:** |  |
| **2:** | **Cost:** |
| **3:** | **Cost:** |
|  |  |  |
| **Materials** | **$** |
| **1:** | **Cost:** |  |
| **2:** | **Cost:** |
| **3:** | **Cost:** |
|  |  |  |
| **Travel Costs** | **$** |
| **Airfare:** |  |
| **Mileage: Number of miles @.56/mile or current mileage rate** |  |
|  |  |
| **Lodging** | **$** |
| **Number of days @ $ /day** |  |
|  |  |
| **Other Expenses** | **$** |
| **1:** | **Cost:** |  |
| **2:** | **Cost:** |
| **3:** | **Cost:** |
|  |  |  |
|  |  |
| **TOTAL EXPENSES** | **$** |
|  |  |
| **AMOUNT REQUEST (not to exceed $2000)** | **$** |