



**Diversity Resource Office
and
State Farm Insurance Company
Educational Grants**

Guidelines for Funding Events

Thanks to the generous support from State Farm Insurance Company, the Diversity Resource Office has created educational programming grants which are designed to assist student organizations in support of projects that promote diversity and inclusion in bringing students of different backgrounds together through education-centered community building activities.

The following guidelines have been formed to facilitate the distribution of the mini-grant funds:

Funding Priorities

The Diversity Resource Office (DRO) welcomes proposals that are designed to improve the climate at Purdue University, West Lafayette campus, through programming activities, i.e. open forums, human relation exercises, town meetings, discussions and interactions. The proposed events should relate to the major theme of diversity and inclusion education. All submitted proposals will be accepted and given consideration.

Funding Guidelines

- Proposals for the Spring 2005 semester are due by **Monday, February 21, 2005.**
- **Proposals must be submitted 5 weeks in advance of the event, except for programs held during the summer semester at which time proposals must be submitted 3 weeks in advance of the event.**

Funding Guidelines Continued

- Proposals should be submitted to the Diversity Resource Office.
- **Programs must be planned in collaboration with the DRO liaison, Jacquett C. Wade, Coordinator for Student Diversity Services.**
- All proposals will be reviewed on a first-come, first-serve basis, and not all proposals will be extended funding.
- **If your event is chosen for funding, you must complete and return all required paperwork to the DRO liaison by the specified deadlines, as outlined in the Funding Acceptance Letter.**
- Funding is being made available to support presentations, invitation of guest speakers, and campus events that are consistent with the major theme of diversity and inclusion education.
- Funding for food will not be considered.
- **Funds are only available to officially recognized student organizations.**
- Funded events must take place at the West Lafayette campus and must be open to all members of the University community.
- **Funded events must be advertised on the DRO's website.**
- Funding requests are limited to \$100 - \$500.
- Funded proposals will be awarded as a single expense (no separate expenses are allowed for lodging, travel, gift items such as plaques, etc.).
- **Funded programs must complete program evaluations as well as submit a program report.**
- All proposals must follow the guidelines outlined on the request form.
- Proposals will be reviewed based on feasibility, potential for campus-wide appeal, and promotion of diversity and inclusion concerns on campus.
- All proposals will be given full consideration; *requests with matching funding will be given preference.*
- Funded events should be advertised and marketed on campus as well through other media as much as possible.
- The DRO and State Farm Insurance Company must also be acknowledged as sponsors on all publicity regarding the funded event.

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<http://www.purdue.edu/humanrel/dro>



**Diversity Resource Office
Educational Grants**

Diversity Support Request for Funding Form

Contact Person and Position:

Office Address & Phone #:

Description of Event:

Event Specifics:

Proposed Date/Time of Event:

Alternate Date/Time:

Location of Program:

Has Space Been Reserved?

Amount of Funding Requested (not to exceed \$500):

Projected Budget Summary:

ITEM/BUDGET

****Verification of additional funds requested and/or obtained:**

Department:
Amount contributed:
Other Source(s):
Amount contributed:

- I. How will the proposed program address issues of diversity and inclusion specific to Purdue University, West Lafayette campus?
- II. Who is the target audience for this program?
- III. How will you advertise this program?

If a speaker or performer is to be paid with requested funds, please provide the following information as well as a resume or other information to determine the individual's area of expertise:

Complete Name:

Title:

Address:

Phone Number:

Social Security # or Federal I.D. #:

I hereby agree to adhere to the funding guidelines described. I also agree that the Diversity Resource Office will be listed as a program/event sponsor on all publicity related to this event:

Signature:

Date:

***Note: This form must be completed fully for funding consideration.**

Diversity Resource Office Use Only:

Approved: _____ Amount: \$ _____ Date: _____ Not Approved _____

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