Faculty and Staff Diversity Mini-Grant Application

I. Applicant(s)
Name of Principal Applicant________________________________________________________
Additional Applicants ____________________________________________________________
Department ________________________________________________________________
Telephone Extension ____________________________________________________________
E-mail address ________________________________________________________________

II. Event/Program Title
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

III. Specific core value, strategic initiative, or goal related to diversity that the event/program will address. (See the Strategic Plan and the Diversity Plan)
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

IV. Event/Program Focus (use additional paper if necessary). If the application is approved the proposal will be posted on the Diversity and Equity Office website.
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
V. Proposal Narrative
   a. Explain how the event/program will enhance Community College of Philadelphia’s long-
      term commitment to diversity and inclusion.
   b. The goals and anticipated outcome(s) of the event/program.
   c. A statement on how the event/program relates to the curriculum or a specific discipline, if
      appropriate.
   d. A timeline.
   e. Description of the target audience, including the estimated number of participants.
   f. The expected impact that the event/program will have on Community College of
      Philadelphia.
   g. A specific plan to assess the impact of the event/program on the College.

VI. Budget
   a. Anticipated expenses (itemize and briefly explain).
   b. Funds anticipated from other sources (please list).
   c. Total amount requested from Faculty and Staff Diversity Mini-Grant.

VII. Final Report

A final report is required and it will appear on the Diversity and Equity Office’s website. That
report is due no later than three months after the funded activity. The final report should
address:
   a: A self-evaluation
   b: Results of the event assessment
   c: Attendance figures
   d: Final budget

Applicants’ Signatures:
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

Submission Date: ________________

Submit applications to Simon Brown, Diversity and Equity Office, M2-3. Review of applications will
begin upon receipt and continue contingent on available funds.