**University of Louisville**

**COMMISSION ON DIVERSITY & RACIAL EQUALITY (CODRE)**

**DIVERSITY PROGRAMMATIC INITIATIVES**

# APPLICATION FOR FUNDS

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| All members of the university community are eligible to apply for funds. Application for funds should be received no **later than 45 days prior to the event for which funding is sought**. No funding requests will be approved after April 30th of said academic year. Intra-university transmittals (IUT) must be requested within 15 calendars days of the notice of funding approval from the Office of the Commissions. **Early submission of funding requests is encouraged to increase the likelihood of the availability of funds.** Funding requests are limited to **$1000.00** per collaborative request (a descriptive justification of the collaboration consisting of two or more organizations). Otherwise, **$850.00** without collaboration will remain the maximum limit.  **Preference will be given to those requests that clearly enhance the understanding and appreciation of diversity within the university community.** |

|  |  |
| --- | --- |
| **Application Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount requested: \_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **CODRE Office Use** | |
| Received Date |  |
| Amount Approved |  |

|  |  |
| --- | --- |
| Applicant Contact Information | |
|  | |
| Name (Printed) |  |
| Organization |  |
| Organization Position |  |
| Unit | | Campus: |
| Telephone |  |
| Work Phone |  |
| E-Mail Address |  |
| I’m a | Student\_\_\_ Staff\_\_\_ Faculty\_\_\_ Other (Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| RSO\* Advisor Information (\*RSO – Recognized Student Organization) | |
| RSO Advisor approved: \_\_\_\_\_ YES \_\_\_\_\_ NO Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Name RSO Advisor (Printed) **\*\*** |  |
| Department |  |
| Telephone |  |
| Cell Phone |  |
| E-Mail Address |  |

|  |  |
| --- | --- |
| Purpose of the request - Place an “X” beside all that apply. | |
|  | Collaborative efforts with units offering diversity training and development |
|  | Instructional Diversity workshops/events |
|  | Diversity Event On Campus |
|  | Diversity Event Off Campus |

**\*\*What is the diversity component of this event?** (*Please explain*)

|  |  |  |
| --- | --- | --- |
| Program Information | | |
| All fields are required. | | |
| Program Name |  |
| Program Date |  |
| Program Location |  |
| Annual Program | \_\_\_\_\_\_ YES \_\_\_\_\_\_ NO |
| Is there a CHARGE for Program | \_\_\_\_\_\_ YES \_\_\_\_\_\_ NO If YES, how much \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| UNIT SPEED TYPE \*\* |  |
| RSO FEDERAL ID NUMBER \*\* |  |

## \*\* Applications will not be reviewed without this data

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Budget Information\*\* *Use additional pages if needed.* | | | | | |
| **History:**  Have you received funding from CODRE/Diversity Programming Committee in the past? \_\_\_\_\_ YES \_\_\_\_\_NO | | | | | |
| If YES, please provide: Date of Funding \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount of Funding\_\_\_\_\_\_\_\_\_\_\_  Co-sponsors\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Program Funded\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
|  | | | | | |
| **Other Funding Request sources** | | Amount Requested | Funds Approved  (YES or NO) | | |
| 1. | |  |  | | |
| 2. | |  |  | | |
| 3. | |  |  | | |
| 4. | |  |  | | |
| Requested Attachments \*\* | | | | |
| \*\* **Note:** Please provide all requested information to ensure complete consideration of your funding request. Any programing event that does not meet the guidelines or support programming committee goals and university diversity plans may not be funded. Operating costs such as those related to conducting business will not be, or programs that have already taken place, please see website for more details.  – **Applications will not be reviewed without this data** – | | | | |
| **Place an “X” or “√” beside the requested attachment as you include the materials:** | | | | |
| **\_\_\_\_\_ 1. Itemized Budget Statement**  Attach a line-item budget that shows summary categories of expenditures for the event, i.e., publicity, food, facility rental, security, supplies, speaker fees, etc.; and indicate how the requested funds will be expended. The original receipts are due immediately after the event.  **\_\_\_\_\_ 2. Program Description (Not to exceed one page)**  Provide a complete description of the planned event to include, but not limited to, the following:   1. Program Goals. 2. Describe the diversity component of this event. 3. What are the expected outcomes? 4. Describe the targeted audience and how you will publicize the event. 5. Describe the impact on the university community and the campus diversity climate. 6. Describe your plan of how the list of the attendees will be collected.\*   ***(University requires a list of everyone who attends a sponsored event.)***  **\_\_\_\_\_ 3. Publicity**  *The Diversity Programming committee of CODRE* ***requires*** *the use of the Commission’s name plus the acronym,* **Commission on Diversity and Racial Equality (CODRE),** *or the CODRE logo* ***listed as a co-sponsor of this program on all publicity.*****You must attach** draft/examples of **ALL** publicity materials (e.g. flyer, poster, invitations, announcement, Facebook, twitter tweets, social media, etc.) for the proposed event. Photographs are optional. If photographs are submitted please include a caption, or brief description of the photograph.  If your Application for Funding is approved, your publicity will be forwarded to CODRE’s Communication Committee Chair for the correct logo. You are required to add this logo to your publicity before it’s posted anywhere. Failure to comply will cause the funding for this event to be forfeited.  **\_\_\_\_\_ 4**. **Enhancement/Added Value**  Provide a one paragraph description of how the planned event will enhance and add value to the University of Louisville campus diversity climate.  **\_\_\_\_\_ 5.** **Program Evaluation**  Please recognize that you must complete and submit the attached evaluation form no later than 30 business days after the conclusion of your program. You must also include all final forms of publicity. Failure to provide an evaluation will prohibit funding for one fiscal year. | | | | |
| **\*Note:** Please provide all requested information to ensure complete consideration of your funding request. The Diversity Programming Committee of CODRE reserves the right to deny any request that does not meet the guidelines or support programming committee goals and/or university diversity plans.  **\* Applications will not be reviewed without this data\*** | | | |
| Agreement and Signature | | | |
| Name (Printed) |  | | |
| Signature |  | | |
| Date |  | | |

**COMMISSION ON DIVERSITY and RACIAL EQUALITY (CODRE)**

**DIVERSITY PROGRAMMATIC**

**Evaluation Form**

Program Title:

Date of program:

**Program Evaluation**

Please provide a brief response to each of the following questions:

1. Were the Goals of the program achieved? Indicate the intended goals and explain how the achievement of the goals was measured.
2. What was the intended diversity component of the event? Was this diversity goal achieved? If yes, explain how. If not, indicate why.
3. Who was the targeted audience? Please describe the participants
   * Attach a list of all who attended the event.
   * Number of attendees at event/program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(University requires a list of everyone who attends a sponsored event.)***

1. Briefly describe how this event may have impacted the university community and the campus diversity climate.
2. Submits any photos taken at the event, or graphics portraying elements of the event, along with a brief description or caption.

**Publicity**

Please indicate if the publicity for the event was successful. If you plan to repeat the event in the future, indicate how you might improve the publicity of the event. Also, provide final versions/copies of the publicity.

**The completed program evaluation form is due 30 business days after the conclusion of the program. Failure to provide an evaluation form with final versions of publicity will prohibit funding for one year.**