Council for Diversity & Interculturalism
Funding Request Guidelines

The Council for Diversity and Interculturalism (CDI) encourages the campus community to create educational opportunities that increase the understanding of, appreciation for, and advocacy of diversity and inclusion. The CDI’s Fund is specifically designed to provide support for new, innovative and creative approaches to raise awareness, engage learners, and change behaviors about diversity and inclusion within the university community. Examples of programs that may be supported include lectures, symposia, workshops, conferences, performances, and other innovative approaches for addressing diversity as conceived in the University’s Principles of Civility and Community. The annual Council for Diversity and Interculturalism Fund amount is $5,000.00.

Eligibility (Who can apply)
University of Tennessee registered student organizations and campus departments may apply for funding. Priority will be given to those who have not previously received funding from CDI.

Selection Criteria (How recipients will be chosen)
The Council for Diversity & Interculturalism will review the applications and make the award selections. The Council will be looking for those opportunities that are innovative, meet a documented need, well-planned, have a good chance for impact, and will engage a significant number of students, faculty, and staff. If in the opinion of the CDI, there are no applications that effectively meet the fund criteria, the Council reserves the right to not select a recipient.

Funding
Requests may be made for up to $500.00. The Council for Diversity and Interculturalism can fund multiple awards totaling up to $5,000.00. Please note that requests may not be granted in the full amount. If you are granted funding from the CDI, you must list the CDI as a co-sponsor of the event.

The CDI Fund may be used for initiatives such as the following:

- Guest speakers on a diversity and/or social justice topic
- Special program(s) intended to increase respect for diversity and individual differences
- Events that expand the inclusion of issues related to race, ethnicity, gender, sexual orientation, age, social class, physical ability or attributes, religious or ethnical values system, national origin, and political beliefs

Funding Restrictions

Awards may not be used to fund:

- Conference registration and conference travel expenses
- Food
• Entertainment expenses that do not have a clearly defined educational component
• Travel expenses, except for presenters brought in for a specific activity
• Stipends to university employees

Final Report

A final report is required and may appear on the CDI’s website. The report is due no later than two months after the funded activity is complete. The final report should include:
• A self-evaluation including description of program/event impact
• Results of the event assessment
• Attendance figures
• Final budget
• Event photos
• At least one copy of the marketing materials used to promote the program/event (CDI must be listed as a co-sponsor on all marketing materials)

Submission Details (Where, how and to whom)

The Priority Deadline for fall 2014 funding is October 15, 2014 and for spring 2015 is March 15, 2015. However, applications are accepted on a rolling basis. For more information and to complete the online application, please visit http://diversitycouncil.utk.edu. Please contact the Council for Diversity and Interculturalism at cdi@utk.edu if you have any questions or need assistance.

CDI Fund Application Requirements

The CDI application is available online http://diversitycouncil.utk.edu and will require the following components:

I. Applicant(s)
   a. Name of registered student organization and/or campus department
   b. Name of contact person
   c. Contact’s phone number
   d. Contact’s email address
   e. Additional collaborators/Registered Student Organization/University Department (if applicable)
   f. University Funding Account Name & Number

II. Event/Program Title

III. Specific University Principle of Civility or Community (http://civility.utk.edu/), strategic initiative, or goal related to diversity that the event/program will address.

IV. Event/Program Focus. If the application is approved the proposal may be posted on the CDI’s website.
V. Proposal Narrative
   a. Explain how the event/program will enhance the University’s long-term commitment to diversity and inclusion
   b. The specific need that is being addressed
   c. The goals and anticipated outcome(s) of the event/program
   d. Event planning timeline
   e. Description of the target audience, including the estimated number of participants
   f. The expected impact that the event/program will have on the University Community
   g. A specific plan to assess the impact of the event/program on the University Community

VI. Budget
   a. Anticipated expenses (itemize and briefly explain)
   b. Funds anticipated from other sources (please list)
   c. Funds already committed by other sources (please list)
   d. Total amount requested from the CDI Fund and how funds will be used

The Priority Deadline for fall 2014 funding is October 15, 2014 and for spring 2015 it is March 15, 2015. For more information and to complete the online application, please visit http://diversitycouncil.utk.edu. Review of applications will begin upon receipt. All applicants will be notified of the CDI’s decisions normally within 30 days. Please contact the Council for Diversity and Interculturalism at cdi@utk.edu if you have any questions or need assistance.

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