**Diversity & Inclusion Innovation Fund - Request for Proposals (RFP)**

About

The Diversity and Inclusion Innovation Fund (DIIF) is a fund established to support faculty, staff, monastic and students in the development of a project that will advance diversity and inclusion throughout our campus community. *Diversity* means to include individual and group/social differences. The Saint Anselm community is inclusive of individuals who reflect a broad range of social identities including, but not limited to, the following: Socioeconomic Class, Race, Ethnicity, Gender, Sexual Orientation, Disability, Religion, Political affiliation, National Origin, Age, and First Generation. *Inclusion* is the active, intentional, and ongoing engagement with diversity.

Purpose

To support Saint Anselm College community-based initiatives that enhance diversity and inclusion throughout our campus community. The DIIF is a targeted, institutional investment designed to encourage cross-campus collaborations to improve diversity and inclusion for long-term community growth in harmony with our Catholic and Benedictine values.

At a Glance

* **Eligibility:** all faculty, staff, monastic, and students are eligible to receive funds.
* **Application Deadlines:** AY2024-25 application deadlines are Sept. 27, Nov. 8, Feb. 14 and March 7.
* **Duration:** All projects must be completed in full by May 9, 2025.
* **Projects:** New and innovative projects only.
* **Awards:** Typical grants will range from $500 to $2,500.
* **Selection:** Each application is evaluated within 2-weeks of the submission due date and by a review committee composed of 6-8 members.

Administration and Selection Process

The funds are administered through the Office for Diversity and Inclusion. The DIIF review committee is appointed by the Senior Inclusion Officer and chaired by a member of the President’s Committee on Diversity and Inclusivity (PCDI). The DIIF review committee is represented by faculty, staff, monastic, and student community members. The committee’s recommendations are forwarded to the Office of the President for final approval.

\*The Diversity Innovation Fund is awarded through a competitive grant application process. Be aware that not all projects are funded.

**Project Focus Areas**

The DIIF places a high priority on projects and initiatives designed to assist our college community realize its mission as a Catholic, Benedictine, liberal arts institution with projects that work toward sustaining an intentionally inclusive environment. Successful proposals include elements that engage multiple campus constituencies and also involve collaboration between or among groups within the campus community.

The selection committee invites proposals for funding in the following areas (e.g. Socioeconomic Class, Race, Ethnicity, Gender, Sexual Orientation, Disability, Religion, Politics, National Origin, Age, and First Generation)

* **Dialogue and civil discourse for social equity** - Projects that promote dialogue and civil discourse about topics directly related to equity and social justice.
* **Integration of local/global diversity –** Projects that support the integration of underrepresented and historically marginalized groups.
* **Faculty or staff research and teaching re: diversity -** Projects that enhance teaching and scholarship including diversity-related curricular projects as well as support for diversity-related research.

The selection committee will evaluate each project proposal on the following **criteria**:

* Innovation/creativity
  + Is the project innovative and creative? Does it bring something to our campus community that has never been seen/done before?
* Feasibility
  + Can this project be completed in the time required and with the funding requested? Are there contingencies should the project receive partial funding?
* Level of collaboration
  + Does the project’s organization involve several campus departments/organizations? Does the project contain elements that will engage multiple campus constituencies?
* Fostering a campus culture of belonging
  + Do the project’s goals align with the purpose of the DIIF?

Those who are not familiar with or lack grant-writing experience are highly encouraged to consult with one of the DIIF co-chairs before submitting their proposal for full committee review and evaluation.

**Submission guidelines:**

Applications will be accepted 4-times per academic year or until funds run out. First come, first served.

Application deadlines in AY2024-25 are **September 27, November 8, February 14, and March 7**. Funds must be utilized within the fiscal year, so it does take some planning on your part.

All student-initiated proposals need contact information and sign-off by an academic department or administrative office for funding disbursement.

Successful submissions will contain:

* A completed DIIF Application Cover Sheet
* A detailed description of the project including, but not limited to:
  + A complete description of the project including scope, timeline, and purpose.
  + A description of how the proposal meets the **4-criteria** for funding project.
  + A detailed description of how the success of the project will be assessed.
  + **\***A complete **BUDGET** for the project, including any additional funding sources. See sample budget breakdown below.
  + Food expenses should only account for a minor portion of the budget.

## \*Sample Budget

Your budget breakdown will help the committee better understand how you intend to use the funds you are requesting if you can include as much information as possible. Grant requests cannot exceed $2,500.

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| **EXPENSES** | **ESTIMATE** |
| Speaker Honorarium | $1,000 |
| Travel—Flight/Car/Taxi | $500 |
| Hosting Expenses (Hotel, Food, etc.) | $400 |
| Printing/Marketing Costs (Programs & Posters) | $125 |
| Catering | $350 |
| Supplies/Materials | $125 |
| **Total DIIF Funding Request** | **$2,500** |

***Note:*** *Proposals requesting funding to cover student tuition, faculty stipends, and/or unspecified cash or equivalent such as generic gift cards (e.g. Amazon, Target, Walmart, etc.)* ***WILL NOT*** *be considered by the selection committee. Student stipends* ***are*** *acceptable.*

Submit proposals with the application cover sheet via email to Diversity & Inclusion Innovation Fund at [diif@anselm.edu](mailto:diif@anselm.edu). Any questions regarding submission details may be directed to Paro Pope at [ppope@anselm.edu](mailto:ppope@anselm.edu).