



Special Notes:

- Applications must be submitted at least 4 weeks before the scheduled activity.
- Completed application should not exceed 8 pages.
- If grant is received you will add to your promotional materials the Campus Equity and Diversity logo and QR code located with the grant application materials on our website.
- Special consideration will be given to those projects with a campus theme that encompass a wide campus/community population.
- Please carefully read all directions. Proposals that do not adhere to the format will be returned.

I. Identification

Name of Applicant:	Title:
Department or Organization:	Campus Address:
Office Telephone:	Preferred Telephone:
Fax #:	Email Address:
Student Organizations:	
Faculty/Staff Advisor:	
Campus Address(Advisor):	Email Address:
Have you previously applied for this grant?	Yes or No
Did you receive funding?	Yes or No
Date applied/ amount received	

Project submitted for review (Select one)

October 6, 2017	February 17, 2017	
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II. Project Priorities

Indicate which of the following categories the project addresses:

- Project improves offerings in Intellectual Foundation/General Education diversity courses.
- Project expands international and/or multicultural aspects of the curriculum in an academic discipline or major.
- Project increases out of classroom experiences for students with diverse people and communities locally and/or throughout the world.

****Do not input information into this document for sections III., IV., V. and VI.**

Directions: Please submit requirements III. and IV. in a collective, separate **single-side** document.

III. Project Title (25 words or less)

IV. Cover letter/ Summary/Abstract (150-200 words):

Directions: Please submit requirement V. in a separate document.

V. Project Reflection

Indicate how the project reflects the college commitment to diversity as expressed in the 2009-2013 strategic plan:

- A.** Engage students in rigorous and transforming experiences, both in and out of the classroom, heightening their aspirations and empowering them to succeed as citizens of a challenging world. (See Strategic Plan Goal 1)
<http://suny.buffalostate.edu/strategicplan>
- B.** Indicate how the project reflects a commitment to the college core value of respect for diversity and individual difference.
- C.** Explain how your selection of project priorities will be implemented in project.

Directions: Please submit requirement VI. in a separate document.

VI. Narrative, Explanation, Description (up to 4 pages double-spaced)

- a)** Goals and intended outcomes
- b)** Project activities including proposed times, date, and place
- c)** Description of the target audience including the estimated number of participants
- d)** Evaluation plan including measurable outcomes

Project dissemination/advertisement plan

*(Projects must be advertised in the Campus **Daily** or the Campus **Events Calendar** at least 10 days prior to the event.)*

Directions: in section VII submit information directly into the grey boxes for each category. Print and submit as a separate document.

VII. Budget Justification

A. Anticipated Expenses

Category	Description	Amount
Material & Supplies		
Advertising		
Honoraria <i>(for non-Buffalo State employees only)</i>		
Other:		
Total Anticipated Expenses		\$

NOTE: Funds cannot be used for food or beverages, faculty/staff or student travel, or salaries/stipends for Buffalo State College employees.

B. Anticipated Income *(Support from other sources)*

Source	Description	Amount
Total Anticipated Income		\$

C. Equity and Campus Diversity Program Grant Request \$

*According to SUNY RF accounting policies, all requests for reimbursements must be accompanied by **original** receipts and must be submitted with the appropriate voucher forms. All SUNY policies for payment of honoraria must be followed including submission of UP-8 Request for Approval of Extra Service for SUNY Professional Service form if applicable.*

Directions: Please obtain the necessary signatures, print and submit as a separate document.

VIII. Signatures

Applicant Signature:
Chair/Supervisor/Dean Signature:
Advisor's Signature (<i>Student organizations only</i>):
Date of Submission:

Submit all applications to:
Karen A. Clinton Jones, PhD.
Equity and Campus Diversity Office
415 Cleveland Hall
Buffalo NY, 14222
716-878-6210

All applications should be submitted **at least 4 weeks prior** to the scheduled event. Review of applications will begin the same week as the deadline and continue contingent upon available funds.