



Diversity Grant Writing Guide

Writing Successful Proposals

Dr. Joyce F. Brown, President of FIT, created the Diversity Grant to encourage educational projects, scholarly research, creative endeavors, and professional activities that promote the Diversity Collective's goals of diversity and inclusion. A total of \$15,000 is awarded in maximum amounts of \$5,000 for each winning proposal project. Think-tank meetings are offered twice a semester by the Diversity Collective to review these guidelines and provide input on project/proposal ideas.

I. INTRODUCTION

The purpose of this document is to provide guidance to the FIT community (faculty, administrators, staff and students) wishing to submit a proposal for an FIT diversity grant.

a. Purpose of the Fund

An ongoing annual fund of \$15,000 has been established to encourage the development of educational projects, scholarly research, creative endeavors and professional activities that promote the Diversity Collective's goals of diversity, tolerance and inclusion, while specifically addressing one or more of FIT's strategic goals.

b. Administration of the Fund

The co-chairs of the Diversity Collective administer the Fund under the auspices of the Office of the President. The Grants and Events Committee, a sub-committee of the Diversity Collective established the guidelines for eligibility and procedures for the selection of grant recipients. Proposals are reviewed and selected by the Committee, who make their recommendations to the President for approval. Incomplete proposals will be returned without consideration for funding.

c. Grants and Events Review Committee

The Grants and Events Committee is comprised of members of the President's Diversity Collective. This committee reviews diversity grant proposals in accordance with the Diversity Grant Application Guidelines and the Diversity Grant Rubric. The committee then makes its recommendations to the President for final review and approval.

d. Eligibility

- Faculty, administration, staff and students (in collaboration with Faculty advisors/mentors) of the College are eligible to apply individually or in groups.
- Only one proposal per individual/group may be submitted per cycle.
- Incomplete and/or late proposals will not be considered.

e. Grant Awards

The Fund's annual budget is \$15,000. Grants are awarded up to a maximum of \$5,000 per project.

f. Diversity Grant Workshops

The Diversity Collective holds two workshops per academic year to provide guidance on applying for an FIT Diversity Grant. Workshop topics include a discussion of the funding criteria including helpful tips and tools, proposal writing and submission process and insight from past grantees. Announcements of upcoming workshops are sent via e-mail to the FIT community.

g. Funding Criteria

Grants will be awarded on a competitive basis. Proposals will be selected according to Fund objectives and criteria. Projects should aspire to advance the understanding of diversity and inclusion on the campus and/or in the larger community. Upon completion, the project should have the potential to serve as a model for institutional replication and offer the possibility of continuing beyond the grant period. Awardees are expected to submit a written report on the project's results and to present its results to the Collective and the FIT President.

Grant requests will be assessed on the following criteria, per the Diversity Collective Grant Rubric:

1. Clarity
2. Relevance to the Goals of the mission of the Diversity Collective.
3. Innovative Quality of the project.
4. Potential for ongoing impact.
5. Capacity to Affect a Broad-Based Audience.
6. Evaluation design.
7. Collaboration.
8. Budget.

Following are complete details of each of these criteria, as well as information on writing and submitting your proposal.

II. CLARITY OF PROPOSAL

The proposal must follow the Diversity Grant Application and use a logical structure appropriate to the subject of the project and its purpose. The proposal must be easy to understand and provide enough details to guide the reviewers through the chain of reasoning or progression of ideas. This includes a thorough and realistic implementation plan.

For purposes of your implementation plan, these are some classic examples of situations that will most likely require some type of legal instrument, whether it be a consent or waiver form, a simple Memorandum of Agreement or a formal contract:

1. relationships or involvement of any nature by vendors or third parties outside the college;
2. design or creation of intellectual property;
3. transfer or receipt of non-grant money, profits or objects;
4. publicity, whether by way of social media, news media, print literature or any other means;
5. anything that could involve the rights of students (i.e., project involving students' designs, ideas, work, services or other collaboration);
6. use of space, property or resources outside of the college; and
7. photographing/filming of students, faculty or people other than yourself.

To help you in determining the type of agreement you may need, or to direct you to FIT's general counsel, please contact the grants-and-events.grp@fitnyc.edu

Please note that no matter how well you plan, an unexpected issue may arise. Therefore, be aware of this, and have a contingency plan.

III. RELEVANCE TO THE GOALS OF THE [DIVERSITY COLLECTIVE'S MISSION](#)

The proposal must seek to foster a climate of inclusion within the campus community, working to enrich understanding and respect for all its members. It should seek to encourage aspects of personal development and growth within this inclusive environment, helping individuals to achieve their potential through diverse relations within the community. This includes addressing a need identified in the Diversity Climate Assessment Report, available online at <http://myfit.fitnyc.edu/> (click on the Office of the President tab).

Below are key initiatives that are examples of the correlations that can be used to underscore the Diversity Collective Mission and create a platform for a proposal. They include but certainly are not limited to:

1. Alignment with FIT's Strategic Plan

a. One of the goals in the strategic plan addresses the need to provide an "empowering student experience in a cohesive community, where international perspectives and understanding is fundamental to the student academic and co-curricular experience." It is only by fostering an ethos of inclusiveness and respect for all community members that we can achieve a cohesive community for our students.

2. Supporting FIT's Affirmative Action Plan

a. FIT is firmly committed to creating an environment that will attract and retain people of diverse racial and cultural backgrounds. By providing a learning and working environment that encourages, utilizes, respects and appreciates the full expression of every individual's ability, the FIT community fosters its mission and grows because of its rich, pluralistic experience. FIT is committed to prohibiting discrimination, whether based on race, national origin, gender, religion, ethnic background, age, disability, marital status, sexual orientation or any other criterion prohibited by applicable federal, state or local laws.

b. FIT is also committed to providing equal opportunity in educational programs, in its admission policy and in employment (including the opportunity for upward mobility for all qualified individuals)

c. In order to accomplish these commitments, FIT Prepares an annual Affirmative Action Plan as stipulated by federal regulations and includes the requisite evaluation of opportunities for protected group members and the identification of problem areas inherent in their employment. Where an analysis of the workforce reveals disparities, the Affirmative

Action Plan details steps to provide equal employment opportunity.

3. Fostering Civility

- a. Civility is an integral part of strengthening our community. Continuing efforts to foster a dialog on civility and its role in community building is an essential component of the building of an inclusive community.
- b. If we really think about the goals of diversity, we are seeking a workplace where different perspectives and experiences can be mutually respected and fostered for the betterment of the FIT community. If we can create a civil environment, we will be better able to cultivate a diverse environment. To put it simply, a polite, courteous and welcoming learning and working environment furthers diversity efforts by creating a campus community where people—all kinds of people— want to contribute and perform to their fullest potential.

4. Diversity Climate Assessment Results – your project can help address one or more of these concerns raised in the Climate Assessment and discussion forums that followed the assessment:

- a. Favoritism/ignored/not given an opportunity.
- b. Community as a whole is rude and uncaring.
- c. Information flow is poor and adds to negative campus climate.
- d. Community is “siloeed” and limits others voices.
- e. Problems are being under-reported.
- f. Feelings of undervalue and not enough opportunities for advancement.
- g. Experience lack of information, communication and support.
- h. Need for a neutral place that can address the issues with the environment.
- i. Few professional development opportunities and feelings of lack of respect and lack of empowerment.
- j. Concerns raised by adjuncts - lack of personal growth and freedom of growth choices opportunities, and a lack of clarity on FIT processes – promotion, advancement, etc.
- k. Reluctance to bring up issues that concern them for fear that it will affect their performance evaluation.
- l. Lack of civility and collegiality.

IV. INNOVATIVE QUALITY OF THE PROJECT

The proposed project reflects research, the process of creative thinking and seeks to advance diversity in ways that do not currently exist on campus.

V. POTENTIAL FOR ONGOING IMPACT

The project has the potential for implementation (by the College, the Collective, a school, a division or a department) beyond the grant year. The proposal must explain the project’s impact on the College community, how it ties into [FIT’s strategic plan](#) and how the benefits of the

project could continue beyond the funding period. The proposal may also include letters of support from colleagues and must include letters of support from your department head chairperson, dean and/or vice president. As the Diversity Grant is a one-time award, the author must demonstrate how the project will continue to be funded (either through other internal or external sources) or be self-supporting.

Below are examples that include, but are not limited to, ways in which a grant may be institutionalized based on past grant projects.

1. Creating a video/book/webpage/blog/etc... of your project and post online for others to access for informational/educational purposes. (i.e., 2009 Covering/Discovering; 2009- 10: Foreign Born Faculty Panel, FIT Diversity Oral Histories, and FIT's Heirloom Recipes: A Cross-Cultural Exchange; 2011-12 Marriage Equality New York; 2012-13 Language and Learning at FIT: Celebrating the Stories of English Language Learners).
2. For events/workshops/training – establish programming that the department/school/college integrates into the curriculum or for the college as a whole to continue supporting semesterly/annually. (i.e., 2009 Photo Talks; 2010-11: A New DAWN: Disability Awareness Week Network; and ARTSpeak; 2011-12 LGBTQ and Ally Training; 2012-13 Diversity and Globalization: Achieving more diverse teams, consumer communication, and leadership culture in global corporations).
3. The results/outcome of your project is used as inspiration for other projects or as a catalyst for further research/assessment into the subject matter (i.e., 2009 Diversity Learning, and Dynamic Diversity).
4. Your project is used to present at conferences. (i.e., 2011-12 Women in Design-related Technology: Learning from Real-life Stories)

VI. CAPACITY TO AFFECT A BROAD-BASED AUDIENCE

The project must clearly demonstrate that it is designed to reach, impact and/or is applicable to the FIT community – either the entire college or most of its members.

VII. EVALUATION DESIGN

There must be an evaluation component to your project that demonstrates a complete understanding of how to effectively measure the success of the project/event. Assessment design should include both qualitative and quantitative measures, if possible (if only assessing one form of measure, explain why).

VIII. COLLABORATION EFFORTS WITH PEERS OR OTHER CONSTITUENCIES

In order to ensure that you have the expertise needed to effectively prepare the implementation of your project and execute it, you must collaborate with others. Diversity of thought and experience is very beneficial to have on your team. Collaborate with colleagues – not only within your department, but from other departments, divisions, schools, or even outside of FIT – that have an expertise in areas that you need to make your project successful.

IX. REASONABLE AND JUSTIFIED BUDGET

Your budget must be reasonable and follow, not only the budget guidelines for Diversity Grants (as stipulated in the Diversity Grant Application), but also FIT's purchasing policies and procedures (found at myfit.fitnyc.edu, under Finance & Administration, Purchasing). Please check with the Purchasing department if you have questions concerning appropriate expenditures. You must identify all the resources you will need to successfully implement your project, including the cost for each (if applicable). FIT Diversity Grant funds cannot be used to cover items such as office furniture and/or equipment (if these are absolutely needed for the successful implementation of your project, please discuss this with a Diversity Grant Review committee member who can provide guidance further guidance on this).

Given that FIT Diversity Grants are awarded in maximum amounts of \$5,000 per grant project, you need to be judicious with the use of your resources and your expenditures, and possibly seek additional forms of funding if your project requires more than can be awarded. If you need to seek additional forms of funding, please identify the additional funding source(s), the amount you will be seeking or have received from them, and what expenditure will be covered by the additional funding. Employees of FIT (full or part-time) are not eligible to receive Diversity Grant funds as stipends.

PLEASE NOTE: If your proposal is accepted, you will not have direct access to your funds. All processing of payments, purchases, and reimbursements will be done through the Diversity Collective administrator. Any expenditure for your project must take place between July 1st and June 30th of the grant year. Your final report must include actual expenditures.

X. WRITING YOUR PROPOSAL

a. Cover page: A single cover page must include:

- Name, office telephone number, FIT e-mail address, department or unit/area of specialization and signature(s) of the author(s) of the proposal,
- Project title, and,
- Names, signatures and contact information of the project collaborators.

The author(s) are those that have written the proposal (either in its entirety or in part) and

will work together in implementing the proposal in its entirety, including writing and submitting the required reports throughout the grant cycle. Authors will present the final outcome of the proposal. **Failure to include signature of all authors will deem your proposal incomplete.**

Collaborators are those that will be working with you in some aspect of your project though they are not necessarily part of the writing or the project in its entirety. This can even include an invited outside guest lecturer or consultant. To identify all involved collaborators they must also sign the cover page of your proposal. If you are unable to get them to sign the cover page, you must include a letter or communication from them explaining how they will be collaborating with you on the project. **Failure to include signatures or confirmation of the participation of all collaborators will mean your proposal is incomplete.**

For additional information on collaboration, see section VIII of this document.

b. Proposed budget page (up to \$5000): A one-page budget should include a detailed line-item budget with a description of how funds will be used.

Please use the budget template provided in Appendix A (can be provided as an excel document upon request). For additional information on budget, see section IX of this document.

c. Proposal Narrative: A 500-1500 word document (approximately 1 – 3 pages) summarizing the proposal, excluding cover and budget pages, in 12-point type, Times Roman font, Word document with the following information:

- i. **Specific purpose/objectives of project:** The purpose should include a description of how the proposal's objectives will satisfy the Diversity Collective Mission (for additional information on relevance to the mission of the Collective, see section III of this document). How it relates to [FIT's strategic plan](#) for additional information on relevance to the mission of the Collective, see section III of this document.
- ii. **Implementation plan:** This is a cohesive plan for executing the project effectively, demonstrating that you/collaborators are qualified to manage and lead the implementation of the project. This includes:
 1. a project timeline and calendar to plan, promote and implement the activities (all projects must be completed by the end of each fiscal year – June 30 of the funding year. For detailed important dates for proposals granted, please refer to the website and work with the office of Diversity, Equity and Inclusion.
 2. definition of any marketing and recruiting tactics you will use to attract participants, if required;
 3. any contracts or memorandums of understanding (MOU), if required (see section II of this document for more information on implementation plans,

- which may require some type of legal instrument, such as an agreement);
4. any confirmation of resources that will be provided (i.e., facilities rental, security, health and safety, etc...); and,
 5. explain how your project will be managed (how you intend to oversee the project, manage day-to-day tasks and ensure that your project activities are being executed in accordance with FIT's policies and procedures).
- iii. **Institutionalization plan:** A projection of the potential impact the project will have on the College community, how it ties into [FIT's Strategic Plan](#) and how the benefits of the project would continue beyond the funding period. The plan should also indicate how the project can be self-supported or identify other sources of support. For more information on this, see section V of this document.
 - iv. **Evaluation Measures:** Describe how you will measure and evaluate your project's impact and success. If your proposal is accepted and completed, this will be an important element of your final written report and project presentation to the Diversity Collective. For more information on this, see section VII of this document.
 - v. **Bios, Resumes, Letters of Invitation and/or Acceptance:** When appropriate, these documents will be required for proposals that involve speakers or other experts. This may also include letters from collaborators. For more information on this, see section VIII of this document.
 - vi. **Letter of Support from Department Chairperson, School Dean, or Divisional Vice President:** Only those proposals that are reviewed and supported by the department chairperson/director, and school dean or divisional vice president to whom your unit reports will be considered. These letters of support indicate that they are agreeing that the author(s) have their approval, and that there aren't any issues from their end on the successful execution of the project. For more information on this, see section V (Potential for On-going Impact) of this document.

XI. SUBMITTING YOUR PROPOSAL

- a. Before submitting your proposal, review this checklist to make sure everything is complete:
 - i. Cover page with all required signatures (author(s) and collaborators), and all relevant info as stipulated above.
 - ii. Budget page (using Appendix A) with all expenditures noted, including additional sources of funding (if applicable) as stipulated above.
 - iii. Proposal narrative (1-3 pages) which includes the following components (as stipulated above):
 1. Purpose/Objectives of Project
 2. Proposal Rationale
 3. Implementation Plan
 4. Institutionalization Plan
 5. Evaluation Measures
 - iv. Bios, resumes, letters of invitation and/or acceptance of speakers or other

- experts (may also include confirmation of participation from collaborators)
 - v. Letter of support/approval from department chairperson(s), school dean(s) or divisional vice president.
 - vi. Proposal is clear (see section II of this document).
- b.** The preferred format to submit your document(s) is as followed (however, one pdf file of the full submission will also be accepted):
- i. Cover page, bios, resumes and any letters in pdf format (label LastName_DCgrantCoverLetters.pdf).
 - ii. Budget in excel format (label LastName_DCgrantBudget.xls).
 - iii. Proposal Narrative in word format (label LastName_DCgrantproposal.doc).
- c.** Submit your proposal electronically to grants-and-events.grp@fitnyc.edu
- d. All submissions must be received by the Deadline.** See the [Diversity Collective's website](#) for submission and notification deadlines.

