



# Diversity Grant Application Guidelines

## **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 Council's goals of diversity, tolerance and inclusion, while specifically addressing one or more of FIT's strategic goals.

## **ADMINISTRATION OF THE FUND**

The co-chairs of the Diversity Council administer the Fund under the auspices of the Office of the President. The Diversity Grant Fund Review Committee, a sub-committee of the Diversity Council 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.

## **DIVERSITY GRANT FUND REVIEW COMMITTEE:**

- Deborah Beard, Chair, Technical Design
- Jean Jacullo, Assistant Professor, Fashion Merchandising Management
- Stephan Kanlian, Associate Chair, Cosmetics and Fragrance Marketing and Management
- Delica Reduque, Employment and Labor Relations Assistant, Human Resource Management and Labor Relations
- Armane Robinson, student
- Carmita Sanchez-Fong, Associate Professor, Interior Design

*The Diversity Council of FIT was established by the Office of the President to enhance and promote inclusiveness and diversity throughout the FIT campus.*



## **ELIGIBILITY**

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

## **GRANT AWARDS**

The Fund's annual budget is \$15,000. Grants are awarded up to a maximum of \$5,000 per project. The fund does not cover items such as office furniture and equipment.

## **FUNDING CRITERIA**

Grants will be awarded on a competitive basis and 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 Council.

Grant requests will be assessed on the following criteria:

1. Clarity of proposal.
2. Relevance to the goals of the Diversity Council's mission.
3. The innovative quality of the project.
4. The potential for ongoing impact.
5. Capacity to affect a broad-based audience.
6. Evaluation design.
7. Collaboration efforts with peers or other constituencies.
8. A reasonable and justified budget.

## **SUBMISSION PROCESS**

Submit a completed application to the Diversity Council Grant Fund Review Committee at DiversityGrants@fitnyc.edu by the end business on the due date. Label your document: LastName\_DCgrantproposal.doc.

1. **Cover page:** A single cover page must provide the author's:
  - Name, office telephone number and FIT e-mail address.
  - Department or unit/area of specialization.
  - Project title.
  - Names, signatures and contact information of collaborators.
  
2. **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 check with the Purchasing department if you have questions concerning appropriate expenditures. PLEASE NOTE: If your proposal is accepted, your final report must include actual expenditures.
  
3. **Proposal Narrative:** A 500-1500 word document (approximately 1 – 3 pages) summarizing the proposal, excluding cover and budget pages, in 12 pt type, Times Roman font, Word document with the following information:
  - **Specific purpose/objectives of grant:** The purpose should include a description of how the proposal's objectives will satisfy the mission of the Diversity Council. Remember to indicate what you expect to achieve, how your project meets an unmet need, and how it relates to [FIT's strategic plan](#).
  - **Proposal Rationale:** Explain the importance of the project and describe how the proposal will meet each of the following award goals and criteria:
    - Encourage collaboration between different campus groups: Who is involved? What is the nature of the collaboration? How will the campus community be encouraged to participate?
    - Promote mutual respect: What activities will you engage in to achieve this goal? What is the potential that these activities promote mutual respect among the collaborators, the campus community, and the larger community?

- Enhance understanding of diversity, tolerance and inclusion. What activities will you engage in to achieve this goal?
  - **Timeline of activities:** Identify the steps and provide the timeline 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.)
  - **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.
  - **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 Council, as well as a college-wide presentation during the Council's Diversity Week in November.
4. **Bios, Resumes, Letters of Invitation and/or Acceptance:** When appropriate, these documents will be required for proposals that involve speakers or other experts.
5. **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.

See the [Diversity Council's website](#) for submission and notification deadlines.

For detailed important dates for proposals granted,  
Please refer to the [Diversity Grant Administration Guidelines](#).