HOW TO APPLY FOR FUNDING TO BRING DIVERSITY AND CULTURAL COMPETENCY ACTIVITIES, EVENTS, AND RESOURCES TO CAMPUS

Diversity funds are available to employees of Hartnell College for bringing exhibits, performances, cultural events, speakers, workshops, symposia, training and development, and campus community events for the following and similar purposes:

- Improving teaching and learning on global awareness, cultural awareness, diversity, and inclusion
- Creating meaningful exposure to the literature, arts, ideas, traditions, and beauty of different cultures of the world
- Promoting equal employment opportunity, nondiscrimination, and diversity
- Building and promoting a compassionate and respectful campus culture
- Developing innovations in instructional and service areas relating to methods, materials, and processes relating to diversity and social justice
- Exposing college personnel to new ideas and perspectives that improve global citizenship in a diverse world

The Application Process

- Applications for funding to bring resources to campus may be obtained on the Diversity and Inclusion at Hartnell Website or in the Human Resources and Equal Employment Opportunity Office. Completed applications must be submitted to the Human Resources Office.
- Applications must provide a clear, detailed description of the proposed project with specific, well-defined and measurable goals and outcomes. Proposals should be in the range of $100 to $4,000.
- To encourage collaboration and cooperation within our community, applicants should seek funding from more than one source, involving additional campus groups and audiences.
- Applications should be complete, concise, and thorough in describing the activity, event, objectives, evaluation, etc. This information is intended to provide a full understanding of the activity and to assure consistent application of criteria in approving and funding individual projects.
- The Diversity Committee will review each proposal during regularly scheduled meetings to determine proposal merit and to determine the appropriate funding source. Activities are accepted on a rolling basis throughout the year until all funds have been allocated.
- If your activity is funded, a written evaluation report must be submitted to the Diversity Committee within 30 days of activity completion. Brief write-ups for the President’s Weekly Report, with photos of the event, should be submitted the following week. Sample reports and participant surveys are provided on the Diversity and Inclusion website.
**Funding Criteria:**

The Committee will look favorably on:

- Proposals that have the potential to positively impact the greatest number of employees
- Proposals that are likely to make the most significant positive and lasting improvements
- Proposals that may be co-funded by other campus offices or organizations
- Proposals that support the college’s mission, vision, and values (see Board Policy 1200)
- Proposals that represent unique opportunities for campus personnel

**Related documents:**

Written Evaluation of Funded Presentation/Speaker/Workshop

Participant Survey – Diversity Presentations

Sample President’s Weekly Report submission