



PRESIDENT'S DIVERSITY & INCLUSION MINI-GRANT PROPOSAL PROCESS

Criteria

The criteria for receiving a grant is based on a proposal's connection to both the University's mission statement and [strategic plan](#), and its commitment to diversity. Competitive proposals will meet these requirements:

- The project has the potential to impact a significant portion of the campus community.
- The project activities are clearly defined and activated.
- The project has a well-defined evaluation plan and measurable outcomes with built-in evaluation tools or metrics of success to assess impact.
- Project activities are open to all students, faculty, and staff at FSU.
- Project activities will be completed within the time frame of November 1 through October 31 of each academic year.

Application Process

Proposals must be submitted through the Online Mini-Grant Application by 5:00 p.m. on Friday, November 15, 2018. **Access the application via the link at the bottom of this document.**

- All sections listed on the application must be completed.
- A Final Report must be submitted within 2 weeks of completion of the project.
- Applications will be reviewed by the President's Diversity & Inclusion Council for referral to the Chief Diversity Officer.
- Proposals will be judged primarily on the following criteria:
 - Soundness of the project design.
 - Rationale for the project.
 - Feasibility of completing the project within the timeframe proposed.
 - Qualifications of the applicant(s).
 - Alignment of the project to the [goals of the Strategic Plan](#).
- Awards will be announced the week of November 19, 2018.

Funding Information

- Funding is one-time only, must be used during the academic year for which it is awarded, and may only be used for pre-approved expenditures.
- Awards can range in size depending on the scope of the project. Award limit is \$1,000.
- Proposals must contain complete budget information outlining all sources of funding, sponsorships, or in-kind donations/services. **Certain purchases, such as food, alcohol, and decorations are not allowable through the mini-grant program. For specific information on permissible purchases, please contact** Michelle Douglas at mbdouglas@fsu.edu.

Marketing Information

Projects sponsored by the President's Diversity & Inclusion Mini-Grant program should include the FSU logo on all print, web, and social media marketing materials. For text-only publicity, include the phrase "Sponsored by the President's Diversity & Inclusion Council." Samples of marketing materials should be submitted to Michelle Douglas at mbdouglas@fsu.edu prior to usage.

[PLEASE ACCESS APPLICATION HERE](#)