



DIVERSITY PROJECTS DEVELOPMENT FUND

Sponsored by the Office of the Vice Chancellor for Human Resource Management
University Office for Workforce Compliance & Equity Management

INFORMATION FOR GRANT APPLICATIONS 2009-2010

PURPOSE OF THE FUND

The Diversity Projects Development Fund was established by Office of the Vice Chancellor for Human Resource Management to support scholarly research projects and other educational activities for or about populations that are traditionally under-represented within higher education. More specifically, the purpose of the Fund is to assist in the development of educational projects, scholarly research, creative endeavors, and professional activities, which promote diversity, multiculturalism, and non-discrimination.

ADMINISTRATION OF THE FUND

The Fund is administered by the University Affirmative Action Committee. The Committee establishes the operating guidelines for the use of the monies in the Fund, develops procedures for implementing the guidelines, and selects Fund grant recipients. The 2009-10 committee members are Professor George Cunningham representative of the University Faculty Senate, Professor Concetta Mennella, Professors Emeritus Don Watkins and, Charlotte Phoenix, Professor Joseph Wilson, Professor Joyce Moy, and Natalie Mason-Kinsey the representative of the Council of Affirmative Action Officers. The University Office for Special Projects provides administrative support to the Diversity Projects Development Fund. Vice Chancellor Gloriana Waters serves as consultant to the committee, assisted by Committee Chair, Ms. Candita C. Gual.

PROJECTS

The Fund invites proposals in, but not limited to, the following areas:

- Collaborative research among scholars within departments, and/or between disciplines/institutions within CUNY.
- Programs to promote members of diverse populations in academic disciplines in which they are traditionally under-represented.
- Seminars, workshops, educational activities, or scholarly research on topics related to diversity and/or multiculturalism.
- Programs or projects which integrate the results of studies and research projects about under-represented groups into the general curriculum.

LEVEL OF GRANTS

Grants are awarded up to a maximum of \$5,000.

ELIGIBILITY FOR GRANTS

Current full and part-time members of the University Instructional Staff may apply for grants. University Instructional Staff titles include the following: the Professorial series, Instructor, Lecturer, the Higher Education Officer series, Research Associate and Assistant, Teaching Staff at the Hunter College Campus Schools, Teaching Staff at Educational Opportunity Centers (teaching and non-teaching), Adjunct titles, and Graduate Assistant titles. Proposals having a matching fund from the host institution or any other source will be considered.

PROPOSALS MUST CONTAIN

1. A **single** cover letter on college letterhead, which provides the composer's:
 - Name, home address, and home telephone number and email address.
 - Department or unit/area of specialization.
 - Office telephone number.

2. A one-page proposal statement with these headings:
 - Amount requested. (**up to \$5,000**)
 - Specific purpose of grant.
 - Projected outcomes (**the results of the proposed project**).
 - Indicated commencement and projected completion dates of the project (**note the project(s) timeframe is limited to the spring semester**).

Completion dates must be on or before August 31, 2010. Proposals selected with dates beyond this time frame will be asked to scale back the schedule to ensure completion and to allow appropriate follow-up on the final project.

- A detailed budget (line itemed budget) outlining the use of the funds.

Please check with the Budget Officer at your school if you have questions concerning appropriate expenditures for tax levy monies.

Note: Funds may be used to support reassigned time. If reassigned time is requested, a letter of endorsement by an appropriate college official **must** be included with your proposal.

3. Your **current** resume/*curriculum vitae*.

4. A two-page (maximum), double-spaced, typewritten proposal summary containing the following information:
 - Project summary.
 - A description of the project's implementation plan. (How do you envision this project being carried out from beginning to end?)
 - A discussion of the project's impact on the University community, and potential for successful continuation past the grant period.
 - A brief discussion of the anticipated benefits to under-represented populations as it relates to the fulfillment of the fund's purpose.

IMPORTANT DATES

- ❖ Grant proposals must be postmarked or hand delivered no later than the end of the day on October 30, 2009. Grant awardees will be notified by emailed on December 1, 2009.

- ❖ Projects can begin once awardees have been notified. The program runs January 2010 through August 2010. **Project award monies must be spent before the end of fiscal year 2010, which is June 30, 2010.**

ACCEPTABLE PROPOSALS

Grants will be awarded on a competitive basis and proposals will be selected based on such criteria as relevance to Fund objectives, impact on the University community, and potential for successful continuation past the grant period.

Examples of proposals include:

- Projects which strengthen diversity studies programs;
- Scholarly research which integrates perspectives of under-represented groups into courses throughout curriculums;
- Workshops, seminars, exhibits or performances, which illustrate aspects of diversity or multiculturalism;
- Seminars, workshops, educational activities, or scholarly research on topics related to diversity, multiculturalism and under-represented groups including diversity within protected groups.

GRANT AWARDS

Grants will be awarded to individuals in amounts up to a maximum of \$5,000. The Fund may provide limited support for the development of seminars, workshops, etc., **but cannot provide funding to cover food or refreshment expenses associated with these activities. The Fund does not cover such items as travel, office furniture, living and/or childcare expenses, laptops, computers and/or PDA's.** All submissions are considered part of the application process and become the property of the Diversity Projects Development Fund.

- ❖ All proposals must be written in language that will be understood by reviewers.
- ❖ All applicants **must submit eight (8)** complete copies of the proposal. **Incomplete submissions will not be considered.**

TO APPLY:

Completed grant proposals should be sent to:

Diversity Projects Development Fund

The City University of New York
Office of Workforce Compliance & Equity Management
University Office of Human Resource Management
535 East 80th Street, 4th Floor
New York, NY 10075