

## **Diversity for Community Committee Proposal Funding Guidelines**

The Diversity for Community Committee (DCC) welcomes proposals from college faculty, staff, and students for projects that enhance our knowledge, skills, and professional dispositions, directly related to issues of diversity (e.g., ethnicity, race, socio-economic status, gender, exceptionalities, language, religion, sexual orientation, and geographical area). The DCC seeks to support research and experiences that develop the ability of candidates and professionals to work with diverse populations, including P-12, adult education, and higher education communities. These grants can be used for research, to present at conferences, or to pay for honoraria and travel expenses of invited guests. Successful applicants may be asked to share their research results, project outcomes, and experience at a college brown-bag lunch or make a formal presentation to the college community.

Note: The ultimate approval for funding regarding distribution of funds comes from the Office of the Assistant Dean for Diversity. In addition, because it is the desire of the committee to fund as many worthy applications as possible and there is a limited budget, we don't typically award more than \$1000, and in most cases the approved funding ranges from \$250 to \$500.

### **Proposals will be scored on these criteria:**

- Project Description
- Project Work Plan
- Relationship to Position Responsibilities
- Support for the Mission of the College of Education
- Benefits to the Students, Staff, and Faculty of the College of Education
- Detailed Budget--including a clear statement of the requested amount of funding
- Note: While faculty and staff are encouraged to submit proposals, funding is limited, and priority will be given to students who submit proposals that meet the required criteria.

### **Process for Proposal Submission and Review:**

A) Applicant submits required materials to the Chair of the Diversity for Community Committee (or her/his designee). Because the committee meets only on a monthly basis, applicants are encouraged to submit their proposals well in advance of the requested activity or need for funding.

B) The Diversity for Community Committee reviews all proposals during their monthly meetings.

C) The Chair of the Diversity for Community Committee (or her/his designee) will notify the applicant as to the status of the request upon final approval by the Office of the Assistant Dean for Diversity.

### **Criteria for Consideration for Proposal Funding:**

A) Must be an undergraduate or graduate student currently enrolled at K-State at the time of proposal submission and majoring in Education or a faculty/staff member currently employed in, or collaborating with, the College of Education.

B) Must submit a typed narrative statement that includes the following information:

- Statement of the applicant's status or relationship to the College of Education (e.g., undergraduate student v. graduate student v. faculty/staff) and department affiliation and/or major.
- Detailed description of the proposed activity and how that activity relates to current educational progress or position responsibilities.
- Detailed description of how the proposed activity supports the mission of the College of Education.
- Detailed description of how knowledge and/or skills gained through the diversity-related activity will benefit students, staff, and/or faculty in the College of Education.
- (Explain what you will do to disseminate knowledge and experience gained to the college. What will you do when you return from the activity?)

C) Must submit a detailed budget for the proposed activity that includes information regarding other sources of funding. It is expected that the applicant seek other sources of funding for the proposed activity. It is important to make a clear statement of the requested amount of funding.

D) If the applicant is a student: Must submit a letter of recommendation from a College of Education faculty/staff advisor or current instructor.

E) Student applicants must submit a current transcript. Faculty and staff member applicants must submit an abbreviated vita.

Note: Exceptions to any of the above guidelines, or requests for additional information, may be made at the discretion of the Diversity for Community Committee. Receipt of funding for one proposal does not guarantee receipt of funding for additional proposals; funding decisions will be based on the individual merits of each proposal.

Questions? Contact the Chair of the Diversity for Community Committee:

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