|  |  |
| --- | --- |
| President’s Equity fund  Regular Grant Application  The President’s Equity Fund aims to build and transform the diversity precedent initiated through the work of President’s Diversity Fund. The President’s Equity Fund Committee will support the PEF in elevating the prior work of the President’s Diversity Fund to provide funding, in the form of small grants, to grassroots programming. The focus on equitable funding encompasses a small modification to the application form, increased outreach across campuses, as well as the alignment of the committee’s goals with those of the Diversity and Equity Council. Below, please find an outline of grants available and instructions for applying. Grant decisions will be made at the committee’s monthly meeting and awardees notified in 2-3 business days. Funding Guidelines PEF grants are available to current students, staff, and faculty for activities that support Evergreen’s commitment to equity across campus and are awarded at the start of each month, beginning this year in November and continuing through May. Funds are awarded will be paid directly to vendors for services rendered and are limited within state funding regulations. Activities should occur during academic quarters, avoiding evaluation weeks. Applicants must be members of the Evergreen community: currently enrolled students, faculty or staff. Funding will not be awarded to pay registration or other fees associated with participation in conferences, training, etc., or to provide financial support for research or other such projects. Event/activity producers are strongly encouraged to seek support from other campus and community sources, in the form of funding, services, staffing, etc. Activities that can demonstrate such community support will receive additional consideration. This support should be demonstrated at the time the application is submitted. Student coordinators are encouraged to meet with an S&A staff member before finalizing an Equity Fund Application form.  Please submit applications [online](https://forms.evergreen.edu/presidents-equity-fund), in email to committee member LaToya Johnson at [johnsola@evergreen.edu](mailto:johnsola@evergreen.edu) or deliver hard copies to the President’s Office (Olympia, Library 3200). [Regular PEF Grants](https://forms.evergreen.edu/presidents-equity-fund) (request over $300) PEF committee meetings, which applications for regular grants are reviewed, take place the first Friday of every month, from 3:15-5:00pm on the Olympia Campus in Library 3201A. Applications must be submitted by 5:00pm on the last Friday of each month for review at the following PEF committee meeting. To apply for a regular PEF grant:   * Submit a complete regular PEF grant application and budget worksheet (attached). * Include supporting documentations including price quotes, estimates, letters of support and/or sponsorship, etc. * For regular PEF grants, you have the opportunity to present your proposal at a PEF committee meeting. While this is optional, it is highly recommend and gives the committee the opportunity to ask any clarifying questions. If you are interested in taking advantage of this opportunity, please indicate which meeting you would like to present.   General guidance  A complete application includes:   * Application Form * Narrative description (1 – 2 page) of the proposed activity/event/workshop/project * Budget Form * Event Planner, if applicable. * Supplemental documents (letters of commitment and/or support, related previous work, as well as any other information that may enhance understanding of the background, relevance and importance of your project/event.   In your narrative include a description of the following:   * + When and where will the activity/event take place?   + What are the objectives and anticipated outcomes of your project?   + How will the activity/event, enhance/foster/fit, and supplement the Equity Council’s work and goals.   + What prior experiences will enable you, your project team, and invited presenters to complete the project?   + How will the project enhance faculty, staff, and students’ awareness in regards to inequities on this campus?   + An explanation of the project's significance. What makes this project important beyond its direct, immediate impact? What meaningful future work will it help Evergreen and students prepare for? * Please provide the *Budget Worksheet* including sufficient detail for the reviewer to have enough information about how costs were determined. Attach cost estimates as supplemental documentation, if applicable. * We encourage you to also provide any supplemental documentation, such as letters of commitment and/or support, event schedule, related previous work, as well as any other information that may enhance understanding of the background, relevance, and importance of your project/event. |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant Information | | | | | | | | | | | | | | | | | | | |
| Last Name | |  | | | | | | | | | First | |  | | | | M.I. | Date |  |
| Phone |  | | | | | | | | | | E-mail Address | | |  | | | | | |
| Current Status (check all that apply) | | | | | | | | | Student  Staff  Faculty | | | | | | | | | | |
| Who are you submitting this application for? (check all that apply) | | | | | | | | | Myself  Academic Program  College Office  Student Organization  Other (describe)  : | | | | | | | | | | |
| Name of program, office, group or organization (if applicable) | | | | | | | | |  | | | | | | | | | | |
| Would you like to present your proposal to the President’s Equity Fund committee? | | | | | | | | | | | | | | | YES  NO | | | | |
| If yes, which meeting would you like to present at? Please indicate the date. | | | | | | | | | | | | | | |  | | | | |
| Activity/event information | | | | | | | | | | | | | | | | | | | |
| Title of Activity/Event | | | |  | | | | | | | | | | | | | | | |
| Subject Matter: | | |  | | | | | | | | | | | | | | | | |
| Date(s) of Activity/Event | | | | |  | | | | | | | | | | | | | | |
| If more than one event date/time, please explain why | | | | | | | | | |  | | | | | | | | | |
| Location(s) of Activity/Event | | | | | |  | | | | | | | | | | | | | |
| Type of Activity | | | | | | Presentation  Film  Training  Lecture  Seminar  Celebration  Workshop  Festival  Other (describe) : | | | | | | | | | | | | | |
| Activity/Event Summary:  Describe the project/activity, intended audience/participants, location, potential impact, and how the project/event relates to/increases equity on campus (max 140 words). In a separate narrative (1-2 pages) address questions as provided in the attached narrative guidelines. | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Projected Audience (select one) | | | | | | | 10-20  20-50  50-150  150-300  300-500  500+ | | | | | | | | | | | | |
| Intended Audience (check all that apply) | | | | | | | | Students  Staff  Faculty Evergreen Community  Olympia Community    Olympia Campus  Tacoma Campus  Tacoma Community  Reservation-Based Communities  Grays Harbor Campus  Other (describe) : | | | | | | | | | | | |
| Has this activity/event taken place before? | | | | | | | | YES  NO | | | | If yes, when & where? | | | |  | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Activity/Event Sponsorship and support | | | | | | | | | | | | | | |
| Does your activity/event require the full amount request from the PEF to happen? | | | | | | | | | | | | YES  NO | | |
| Have you requested funding from S&A? | | | | | | | YES  NO | | | | | | | |
| How will you demonstrate engagement and/or support? | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **Activity/Event Producer** | | | | | | | | | | | | | | |
| Last Name | |  | | | | | | | | | First | |  | |
| Phone |  | | | | | | | E-mail Address |  | | | | | |
| **Faculty Sponsors** | | | | | | | | | | | | | | |
| Last Name | |  | | | | | | | | First | | | |  |
| Program Name | | |  | | | | | | | | | | | |
| Financial Contribution | | | |  | | | | | | | | | | |
| Last Name | |  | | | | | | | | First | | | |  |
| Program Name | | |  | | | | | | | | | | | |
| Financial Contribution | | | |  | | | | | | | | | | |
| **Sponsoring Organizations/Entities** | | | | | | | | | | | | | | |
| Name of Organization/Entity | | | | | |  | | | | | | | | |
| Type of Organization/Entity | | | | | Academic Program  College Office  Student Organization  Other (describe) : | | | | | | | | | |
| Last Name | |  | | | | | | | | First | | | |  |
| Program Name | | |  | | | | | | | | | | | |
| Financial Contribution | | | |  | | | | | | | | | | |
| Name of Organization/Entity | | | | | |  | | | | | | | | |
| Type of Organization/Entity | | | | | Academic Program  College Office  Student Organization  Other (describe) : | | | | | | | | | |
| Last Name | |  | | | | | | | | First | | | |  |
| Program Name | | |  | | | | | | | | | | | |
| Financial Contribution | | | |  | | | | | | | | | | |
| *Please continue additional sponsorships on another sheet.* | | | | | | | | | | | | | | |

Please submit this application with a narrative description of the event/project (1-2 pages); complete budget proposal form and supporting documentation (i.e. project quotes, estimates, letters of support/commitment, etc.) to LaToya Johnson at [johnsola@evergreen.edu](mailto:johnsola@evergreen.edu) or deliver hard copies to the President’s Office (Olympia, Library 3200).

PROJECT/Event Schedule Planner

|  |  |
| --- | --- |
|  |  |
| |  |  | | --- | --- | | Project/Event | Project or Event Name | | Organizer | Organizer’s Name | | Please complete this Project/Event Schedule Planner and attach it with your Regular Grant Application. Insert as many rows as necessary to capture the planning phases for your project/event. |
|  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | Pproject/EVENT Phase | Starting | Ending | | **Pphase 1:** | Date: | Date: | | **pphase 2:** | Date: | Date: | | **pphase 3:** | Date: | Date: | | **pphase 4:** | Date: | Date: | | **PPhase 5:** | Date: | Date: | |  |