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## **Inclusion Catalyst Grants Application Form**

### **Purpose**

The purpose of the Inclusion Catalyst Grants (ICG) is to support collaborative and creative programs and initiatives that generate learning, and stimulate efforts that catalyze foster inclusive and equitable communities at BU.

### **Criteria and Eligibility**

- Projects must work to advance equity and inclusion efforts at BU.
- Grants up to \$2,000 will be awarded and must be used by May 1, 2020.
- All BU students, faculty, staff are eligible to apply. Grants that showcase collaboration across units, departments and organizations will be prioritized.
- Projects must involve more than one person in the development and implementation.
- Grants may not be applied to personnel salary, equipment, or conference registration.
- Grant recipients must submit a final report of project outcomes, budget expenditures, and reflections by May 10, 2020.

### **Selection Process**

Proposals will be evaluated based on the following criteria:

- Extent to which diversity and inclusion is at the forefront of the project or program
- Clearly defined plan, appropriate to the specific aim of the project or program
- Appropriate budget
- Reasonable expected outcome and plan for evaluation

### **Inclusion Catalyst Grants Committee**

- Alana Anderson, Director of Programs, Office of Diversity and Inclusion
- Tiffany Enos, Director of Student Diversity & Inclusion Initiatives, Questrom School of Business
- Daniel Hoffman, Academic Advisor- Kilachand Honors College
- Katy Collins, Director of Student Outreach and Engagement

### **Timeline**

September 10, 2019	Announcement of Inclusion Catalyst Grants
October 7, 2019	Proposals due
October 25, 2019	Proposal Notifications
May 10, 2020	All grant final reports are due

## **Proposal Information**

Applicant Names, BU Email Addresses & Phone Numbers	
BU Affiliation	
Department(s)/ School(s)	
Initiative/Program/Event/ Title	
Date(s) of Program/Event/Initiative	
Grant Amount Requested	
BU Account Number	

**Project Abstract:** provide a summary of project including information about the project's goals, location, audience and relevance to diversity and inclusion. (300 words or less)

**Project Description:** please describe the project including the following:

- Grant Purpose describe why this project would benefit the BU community
- Significance of Project to Equity and Inclusion describe how this project would assist in expanding the understanding and or capacity surrounding diversity and inclusion for its participants.
- Assessment - describe the plan for evaluating the project participation, outcome and successes.
- Timeline- describe the plan for implementation of the project/program. Be specific as to the audience of the proposed project/program, proposed location, timeline, marketing plan.

**Budget Information:** please provide your detailed project budget. Applications submitted without a budget outline will not be considered. Please detail how ICG funds will be used and any additional funding sources.

<b>Budget</b>		
<b>Item</b>	<b>Description</b>	<b>Cost</b>
<b>Resource</b>		
<b>Supplies</b>		
<b>Food/Refreshments</b>		
<b>Room Rental</b>		
<b>Trainer/Speaker</b>		
<b>Audio/Video</b>		
<b>Other</b>		
<b>Subtotal</b>		
<b>Co-Sponsorship</b>	School of _____ or Department _____	
<i>Not required but encouraged</i>		
<b>Total Request:</b>		

Completed applications must be submitted to: [icgrants@bu.edu](mailto:icgrants@bu.edu).