Equity, Diversity, and Inclusion Enhancement Fund Application Form

*To receive this document in an alternative format, please contact the Office of Diversity and Human Rights by emailing:* [*dhrinfo@uoguelph.ca*](mailto:dhrinfo@uoguelph.ca)

**Applications for the 2024 year are due no later than 11:59 p.m. on October 9, 2024.**

Applicant Information

**Name of Primary Applicant/Main Contact:**

**Email Address of Primary Applicant/Main Contact:**

**Name of Co-Applicant(s)/Secondary Contact:**

**EDI Initiative’s Home Department/college & Unit (i.e. College of Arts – School of English and Theatre Studies:**

**Name of Organization (if applicable):**

**Organization/Department’s GL Coding for fund disbursement:**

**Applicant’s Home Department’s or Organization’s Finance Lead:**

**Do you require an alternative form of fund disbursement (i.e. cheque) (Y/N)?**

Initiative Information

**Name of the proposed initiative:**

**Amount of funding requested:**

**Where will your initiative be hosted (location)?**

**What time of year will your initiative be held (month)?**

**Please selection one of the following that best describes your initiative:**

**[ ]** Networking and/or Community Development Event

**[ ]** Conference/Speaker Event/Lecture, Webinar or Meeting Series

**[ ]** Capital Project/Creative activity

[ ] Charitable Event

[ ] Co-curricular programming

[ ] Other:

Application Form

Please provide an answer for each question listed below. If, a question is not appliable to your application, please write “N/A”. Applicants are encouraged to refer back to the fund web-page, including the Purpose of the fund, in answering these questions.

1. **Provide a brief description of your initiative. In your project description please outline 1) the purpose and rationale of the initiative, and 2) what you intend to achieve by the end of it. (500 words max)**
2. **Please explain how this initiative connects to the University’s commitment to equity, diversity, inclusion, Indigenization, and accessibility, and identify which equity-deserving groups are expected to benefit from the proposed initiative. (500 words max)**
3. **Provide a timeline including a list of activities/tasks that are required for the initiative to be delivered along with the anticipated completion dates for each milestone: (300 words max)**
4. **Describe how the proposed initiative will be evaluated in terms of its success in meeting the objectives and impact. Who will be involved in designing, implementing, and evaluating the initiative? (300 words max)**

1. **Have other proposals from your unit been submitted this year? If yes, please rank your proposals (including this project) in the order of the priority that you wish to see each considered for funding: (100 words max)**
2. **Does the organization have access to any other source of funding? Has this initiative requested funds from other University grant competitions? (300 words max)**
3. **Using the template excel sheet on the EDI Enhancement Fund webpage, please provide an itemized budget that outlines the estimated cost of the initiative. If applicable, please provide an itemized budget listing that outlines any estimated revenue.**
4. **The EDI Enhancement Fund prioritizes new initiatives in need of seed funding. Has your initiative previously been financed through the EDI Fund and do you intend to continue this initiative in future years? (200 words max)**

How to Submit Application:

**PDF files:** Applications including budget information and supporting documents should be saved as a PDF file.

**How to label file:** Save/name your document using the following format: organization\_initiative.

**Deadline:** Applications must be received before 11:59 p.m., Wednesday, October 9, 2024.

**Submission:** email the PDF files (saved as mentioned above) to [dhrinfo@uoguelph.ca](mailto:dhrinfo@uoguelph.ca)

***End of Application Form.***