To request funding for events and initiatives to take place in Spring 2012, fill out this form and attach any appropriate supporting documents. Send the proposal to Margery Davies, Director, AS&E Office of Diversity Education and Development, Ballou 3, Medford Campus. Before submitting a proposal, please contact Tina Schiavone (X 72123 or tina.schiavone@tufts.edu), Staff Assistant to Margery Davies, for a copy of the Financial and Procedural Guidelines for the AS&E Diversity Fund. Deadline for proposals: Friday, December 2, 2011.

Please bear in mind the following important criteria in preparing your proposal:

1. **Bring groups together.** Priority will be given to proposals that have been generated by more than one group (e.g., a department or program, center or office, student organization) and that show evidence of true collaboration.

2. **Demonstrate that other sources of funding have been pursued.** Proposals should make clear (a) why the “regular budget” of the group (e.g., a departmental budget, or student organization budget) cannot support the project; and (b) that other sources of funding (e.g., the TCU buffer funding mechanism for student organizations) have been pursued.

3. **Series limit.** If you are proposing a Series of events, it should contain no more than TWO EVENTS. The amount of work involved in planning, advertising, and carrying out an event is substantial. We also want to avoid event overload, where there is too much competition for audience.

4. **Honorarium limit.** As a general rule, if a speaker has a regular academic appointment, the honorarium maximum for an activity (speech, meeting with faculty group, etc.) is $500.

5. **Publicity plan.** For events, series, and conferences, proposals should include a publicity plan and estimated cost.

6. **Detailed budget.** Proposals should include a detailed budget, which indicates that the planners have done some research about the estimated cost of travel, hotel, food, publicity, etc.

Program/Project Name: ____________________________________________________________

Sponsoring Organization(s) [department, program, center, office, group]: __________________
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Proposed Date: .........................................................................................................................

Contact Person: ......................................................................................................................
                           Email address: __________________________________ Phone: ____________________

*Program/Project description, purpose and rationale.* Please address explicitly the way in which this project will have a long-lasting effect on Tufts, and will bring different groups together. If you are proposing an event/speaker, please also describe (1) a detailed publicity strategy, and (2) any initial outreach to the speaker/performer. (Attach separate sheet.)

*(Please turn over.)*
Basic Budget (Attach separate sheet if necessary. Please be as detailed as possible. Also, please note the policy that no admission may be charged for Diversity Fund-sponsored events. If an exception to this policy is requested, the maximum admission fee allowable is $5.)

Amount requested from the Diversity Fund: ________________________________

Amount requested from other sources, and commitments received (please name). Please update us on funding from other sources as you receive answers to your requests:

________________________________________________________________________

________________________________________________________________________

Administrative support. If you are planning to ask your department, program, or center to provide administrative support for the work of planning and organizing your event/project, please indicate that you have received approval from your department chair, program director, or center director for that support by having him/her sign below.

Department chair, program director, center director (please sign) ________________________________

________________________________________________________________________

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DIVERSITY FUND/AY2011-12 Fall 2011 RFP form (11-01-11)