April 2011

To the Tufts Community:

We are writing to invite you to submit proposals to the AS&E Diversity Fund for AY2011-2012. **The deadline for applications for AY 2011-2012 is Monday, May 2, 2011.** The Diversity Fund is money we have allocated within the AS&E budget to devote to issues and needs relating to diversity at Tufts. Funding for projects and programming that will increase the diversity of our community is not limited to the Diversity Fund, but it is an important part of our efforts. Each year, a general call is sent out to the AS&E community for proposals to be submitted to the Diversity Fund Advisory Committee. This committee reviews the proposals and makes recommendations to the two of us – Joanne Berger-Sweeney, Dean of the School of Arts & Sciences and Linda M. Abriola, Dean of the School of Engineering.

Over the past years, the Diversity Fund has received many exciting proposals from a wide range of departments, programs, centers, offices and groups, many of which have been funded. It is intended that the Diversity Fund be spent in ways that will have the greatest potential for long-lasting positive effect on the Tufts community, and in ways that bring different groups together. The Diversity Fund grants awards in the following areas:

- Student Life Programming
- Student Recruitment
- Campus Climate Initiatives
- Curriculum Development
- Course Enhancement
- Speaker/Performance Series
- Speaker/Performance Single Events
- Conferences

We have established several criteria for evaluating proposals for funding. Please READ CAREFULLY and bear these criteria in mind in preparing your proposals:

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) can not support the project; and (b) that other sources of funding (e.g., the TCU buffer funding mechanism for student organizations) have been pursued. *(Please turn over.)*
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.

We look forward to hearing from you. Please use the attached application form to send your proposal to Margery Davies, Director, AS&E Office of Diversity Education and Development, Ballou 3, Medford Campus. **The deadline for applications for AY 2011-2012 is Monday, May 2, 2011.**

Linda M. Abriola Joanne Berger-Sweeney
Dean, School of Engineering Dean, School of Arts and Sciences

DIVERSITY FUND/AY2011-12 Spring 2011 announcement (04-01-11)
To request funding for events and initiatives to take place in AY 2011-2012, 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: Monday, May 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) can not 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]: ____________________

________________________________________________________________________

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:

_________________________________________________________________________________

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_________________________________________________________________________________

DIVERSITY FUND/AY2011-12 RFP form Spring 2011 (04-01-11)