AS&E Diversity Fund
REQUEST FOR PROPOSALS FOR SPRING 2015

To request funding for events and initiatives to take place in Spring 2015, fill out this form and attach appropriate supporting documents. Send the proposal to asediversityfund@tufts.edu. Before submitting a proposal, read through the Financial and Procedural Guidelines for the AS&E Diversity Fund appended to this announcement. Deadline for proposals: Wednesday, November 26, 2014.

In addition to the criteria articulated on the previous page, please bear in mind the following details when preparing your proposal:

- **Detailed budget.** Proposals should include a detailed budget, indicating that the planners have done research about the estimated cost of relevant factors such as travel, hotel, food, publicity, etc.

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

- **Publicity plan.** All events should include a publicity plan and estimated cost.

Event Title: ____________________________________________________________

List of Co-Sponsor(s) [e.g., departments, programs, centers, offices, individuals]: ______________________

________________________________________________________________________

List of Collaborators: ______________________________________________________

Proposed Date(s): _________________________________________________________

Contact Person: ___________________________________________________________

Email: ___________________________________________ Phone: ____________________
Program/Project description, purpose and rationale. Please address explicitly the ways in which this project will have an impact regarding social justice, diversity, and campus social climate on Tufts and will bring together different groups. Please describe a detailed publicity strategy and, if relevant, any initial outreach to speakers/performers/participants. If you are inviting a speaker, please include his/her CV or bio. The committee looks most positively upon proposals that effectively answer the following questions: 1) What are the specific social or campus changes you seek to accomplish with your event? 2) How exactly do you plan to accomplish them? 3) How will you know if you have accomplished them—that is, what is your plan to assess your accomplishments? 4) How is this proposal connected to the greater landscape of programming related to social justice, diversity, and campus social climate that occurs on campus? (Please attach separate sheet.)

Basic Budget. Please be as detailed as possible. Also, please note the policy that no admission may be charged for any Diversity Fund-sponsored events. (Attach separate sheet if necessary.)

Amount requested: 

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 planning and organizing of 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/center director  (please sign below)

AS&E DIVERSITY FUND/Spring 2015