

Diversity Program Funding Request Form

Purpose

The purpose of the diversity program fund is to provide funding for programming that will enhance an understanding and appreciation of diversity among Lakeland's students, faculty, staff and administrators.

Administration

The Diversity Committee is charged with the responsibility of reviewing funding requests, determining the proposed program's value in supporting the college's diversity goals and making a decision regarding the funding of the program.

Eligibility

Any program that supports the goals of the college in the area of enhancing the students', faculty's, staff's or administrators' understanding or appreciation of diversity is eligible for funding. Any individual or group of Lakeland student(s), faculty, staff or administrator(s) may submit a program proposal to be funded.

Criteria for Evaluation

1. The proposed program will educate the college community regarding the value of diversity and/or promote an understanding of issues involving special populations.
2. The proposed program will serve the needs and/or professional interests of a special population of employees and/or students.
3. The proposed program may not be able to be funded entirely by an already existing budget (such as a departmental budget).
4. The person or group proposing the program has proper authority and will be able to carry out the coordination of activity or event as described.
5. The proposed program is in agreement with the purpose and responsibilities of the Diversity Committee (committee charge available upon request).
6. The program includes a provision for written evaluation. Upon conclusion of the program, the contact person or group shall submit a completed program evaluation form (see page 5 of this funding request form).

Procedure for Application

1. The person or group applying for diversity program funds should complete this application form and return it to the Student Development office in S-242 or email it to either Richard Novotny at rnovotny@lakelandcc.edu or Janet Post at jpost@lakelandcc.edu.
2. As noted on this application form, the person or group applying for funds must obtain approval of their supervisor or advisor as well as their department or division head (if different person than supervisor), before the proposal will be considered.
3. The Diversity Committee will meet as needed to review and consider funding requests.
4. The Diversity Committee will review this application and approve or disapprove the funding request. The committee's decision will be noted on the application form and the decision will be distributed to the person or group requesting funds, their supervisor or group advisor, and their department head (if different person than supervisor). The Student Development office will retain a file copy for the Diversity Committee.



Diversity Program Funding Request Form

Name (Individual or Group) _____

Position Title _____ Division/Department _____

Phone Number _____ Email _____

Work/Class Schedule _____

What is the topic or title of the program or event?

Date(s) of Proposed Program _____

Location of Proposed Program _____

Provide a brief description of the program, activity or event, including the audience for which it is intended. Please attach additional information or details, if applicable, or continue on another page if more space is required.

Have any aspects of the program, activity or event (ie: space reserved, speaker retained, supplies purchased, etc.) already been planned, coordinated or completed? YES NO If so, please provide a brief description.

Explain how the college community will benefit from this program. Also, describe how this program, activity or event will promote an understanding and acceptance of the benefits of diversity on campus. Attach additional page(s) if necessary.



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Please list all sources of income for this program and all anticipated expenditures. Attach additional page(s) if necessary. A detailed budget is encouraged and always appreciated.

Income *

\$ _____ Source _____

\$ _____ Source _____

\$ _____ Source _____

\$ _____ Source _____

Expenditures

\$ _____ for _____

* If the source of income is from a budget other than your own, please have the budget manager initial the amount listed above.

TOTAL AMOUNT REQUESTED FROM THE DIVERSITY PROGRAM FUND: \$ _____

I am requesting the funds noted above and agree to coordinate all aspects of the program as outlined above. I also agree to complete an evaluation of the program (see page 5 of this funding request form).

Signature of Person Requesting Funds

Date

Signature of Supervisor or Group Advisor

Date

Signature of Department or Division Head
(if different person than supervisor)

Date



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-- FOR USE BY DIVERSITY COMMITTEE --

Date request form received by Student Development office: _____

Date request form reviewed by Diversity Committee: _____

Decision of Diversity Committee:

_____ Funding request approved in the amount of \$_____

_____ Funding request not approved because

Signature of Associate Vice President of Student Development
and Co-Chair of Diversity Committee

Date

Copy of the Diversity Committee's Decision Distributed to:

- Person (or Group) Requesting Funds
- Supervisor or Advisor
- Department or Division Head
- Diversity Committee File (Student Development office)



DIVERSITY PROGRAM EVALUATION FORM *

*** Evaluation form to be completed after the conclusion of a diversity funded program and returned to the Student Development office in S-242 or emailed to either Richard Novotny at rnovotny@lakelandcc.edu or Janet Post at jpost@lakelandcc.edu. Please include supplemental evaluation information or documentation as applicable and/or attach additional pages as needed.**

Title of program or event _____

Description of program or event _____

Date(s) of program or event _____

Location of program or event _____

Total cost of program \$ _____ Diversity funded amount \$ _____

Other source(s) and amount(s) of funding, if applicable

\$ _____ from _____

\$ _____ from _____

\$ _____ from _____

Program audience and estimated attendance _____

Description of program advertising and/or marketing campaign _____

Summary of program effectiveness in supporting diversity goals _____

Suggestions for opportunities for program improvement or other feedback _____
