

**University of Delaware College of Engineering
Commitment to Diversity and Inclusion
Student Group Funding Program
Request for Applications**

Program Goals

Within the College of Engineering (CoE) at UD, we seek to fund student groups and events that aim to

- A. Recruit a diverse population of students
- B. Foster an inclusive climate
- C. Promote interactions and dialogue between people with different backgrounds, identities, and experiences

Funding Mechanisms

Two funding mechanisms are available: 1) semester funding for diversity-centric student groups and 2) supplemental event funding open to all CoE RSOs. This funding is provided by the UD College of Engineering and JP Morgan Chase.

- **PLEASE NOTE** - Any use of the JP Morgan Chase logo has to be reviewed and approved by JPMC beforehand. Please send to Ashley Chance (ashley.m.chance@jpmchase.com) with two weeks' notice before use of their logo.
- **The JP Morgan Chase – UD Collaboration Team is looking to partner with RSOs to help bring in resources to support and increase engagement on campus. If you are looking to utilize JP Morgan Chase resources in Cybersecurity, Engineering, Digital & More, please reach out to Ashley Chance (ashley.m.chance@jpmchase.com) for more details.**

1. Diversity-Centric Student Groups

Applications are accepted from student groups who already hold a diversity-focused mission statement in the College of Engineering. In exchange for receiving this 1-semester funding of \$1500, student groups are held to the following expectations:

- Participate in College recruitment and orientation events, including first year orientation, Blue & Gold Days, Decision Days, individual and group visits, tours, and workshops, as requested by CoE Diversity Team
- Hold at least 1 joint event a semester with another student organization (does not need to be another diversity-centric org) to promote interactions and dialogue between people with different backgrounds, identities, and experiences
- Appropriately acknowledge funding sources at each grant-funded event/promotional materials
- Complete an event summary form for each grant-funded event (see separate Qualtrics online form).
Note 1: Review the event summary form prior to event to ensure that you maintain all appropriate documentation, including attendance sheet, itemized budget, and proof of event (e.g., photo).
Note 2: Although funding may be used to attend conferences, attendance does not count as an “event.”
- Submit an impact report (see separate template) at the end of each semester (due two weeks after the last day of finals) that summarizes the group’s accomplishments, success metrics, and alignment with the outlined goals A-C

Failure to adhere to these expectations will result in removal of funding. Student groups can renew funding each semester as long as these expectations are fully met, all required documentation has been submitted, and the group has shown a commitment to continuously improving their organization and programming to meet the goals.

Note: Funding applications made mid-semester will be prorated.

Diversity-Centric Student Groups Funding Application:

Required information (1 pg max cover page)

- RSO name
- Executive board members (including major and anticipated graduation year) and titles
- Point of contact
- Faculty advisor
- Internal UD account number (to transfer funds if application is approved)
- Date of Request
- Short description of group, mission, and regular activities (250 words or less)

Semester Calendar (1 pg max)

- List of events with dates, times, locations, and co-sponsoring organizations specified. This may be tentative or somewhat incomplete, and is subject to revision, but should be filled out to the best of the organization's ability.
- For each applicable event, indicate whether outside volunteers are needed, how they would participate (to serve as panelists, judges, technical mentors, etc.), and from which industry/companies such volunteers would be needed.

Proposal questions (1 pg max)

- What will the funding be used for? This funding is meant to cut down on the time/effort required for fundraising so that it can be redirected to initiatives related to the goals A-C within the College. Explain how this funding will allow you to refocus your time/efforts to support initiatives related to the College. Include a summary of the proposed specific activities undertaken and budget breakdown. Using funds for attendance at conferences is allowed; however, the student group must still demonstrate a local (College-focused) commitment to the stated goals A-C.
- How will the funding help your group achieve goals A-C?
- How will you define and measure this impact? Direct measurements are preferred over indirect. (Examples: number of people directly involved, incl. % of women and URG; public visibility via news articles, UDaily, etc.; awards; other?)

2. *Supplemental Event Funding*

Applications are accepted from student groups who would like to hold a diversity/inclusion/equity-focused event in the College of Engineering. **Applications are due at least 3 weeks prior to the proposed event date.** This funding is open to all student groups, including those that do not have a diversity-focused mission statement. The event must align with 1 or more of the goals A-C. It is expected that the hosting organization acknowledges the funding at the event and on all promotional materials (see note regarding JPMC logo use on first page) and completes an event summary form (see separate form) within 2 weeks of completion of the event.

Supplemental Event Funding Application:

Required information (1 pg max cover page)

- RSO name
- Executive board members (including major and anticipated graduation year) and titles
- Point of contact
- Faculty advisor
- Internal UD account number (to transfer funds if application is approved)
- Date of Request
- Short description of group, mission, and regular activities (250 words or less)

Proposal questions (1 pg max)

- Event Title
- Summary of the proposed event (250 words or less)
- How the event aligns with at least 1 goal A-C
- Metrics used to define success
- Expected attendance (number and who)
- How you will advertise
- How you will prove events actually take place (e.g., pictures from event) when following up with your Event Summary Form
- If applicable, what guests/volunteers you are inviting (including companies/industries and individual names/titles when known)
- Other funding you have requested

Budget (1 pg max)

- Detailed and itemized proposed budget in table format

Submit your completed application to coe-diversityfunds@udel.edu.