

Governors State University

Diversity, Equity, Inclusion, Access & Belonging

MEMORANDUM

Request for Proposals: Diversity, Equity, Inclusion Mini-Grant 2024

To: The Governors State University Community

From: Joi Patterson, PhD, Chief Diversity Officer

Date: February 14, 2024

RE: Request for Proposals: Diversity, Equity, Inclusion (DEI) Mini-Grants # DEI.2024

Due Date: May 30, 2024 @ 5:00pm CST

Overview:

Governors State University (GovState) enthusiastically invites applications for the 2024 Diversity, Equity, and Inclusion (DEI) Mini-Grant. In keeping with GovState's mission, we have dedicated \$25,000 in institutional grant funding to "demonstrate inclusiveness and diversity to encourage acceptance of wide-ranging perspectives among students, staff, faculty, and members of the broader community" and our institutional commitment to fostering Diversity, Equity, and Inclusion (DEI) across the GovState community, and the goals and objectives of the [Strategy 2025](#).

The Office of Diversity, Equity, and Inclusion will award five (5) DEI Mini-Grants up to \$5,000 to individuals or groups to support efforts by GovState's faculty, staff, and student organizations that strive to help GovState become a "model for belonging, inclusivity, and equity in a diverse community." This initiative serves two purposes: (1) provide seed funding to conduct service projects, research projects, resource development, programming, and initiatives that focus on advancing equity and inclusion, belonging, and dismantling racism in its many forms, especially as it relates to teaching and learning environment and (2) to support cross-institutional capacity-building, mentorship, and community-building in the areas of diversity, equity, and inclusion.

The DEI Mini-Grants align with four (4) main DEI focus areas and support innovative and GovState community-focus efforts in these areas:

1. Students
 - Improve recruitment, retention, persistence, completion, and advancement of students from historically underrepresented communities.
2. Employees
 - Improve the recruitment, retention, and advancement of faculty and staff from historically underrepresented communities.

3. Curriculum
 - Support inclusive excellence within the formal curriculum and with our co-curricular and extra-curricular experiences.
4. Community
 - Engage with our alumni and with local, national, and international communities to encourage the pursuit of inclusive excellence beyond the boundaries of GOVSTATE.

Significance

GovState's aims is to provide an environment where all students, faculty, and staff can thrive. To further this goal, we want to increase our efforts in building a diverse and welcoming campus for the entire GovState community. Your sincere efforts through programming, research, and initiatives are critical drivers in fostering real organizational change, establishing a dedicated focus on diversity and inclusion priorities, and promoting DEI practices.

GovState is fortunate to have leadership that fully supports our DEI efforts. We must take full advantage of the support and do our part to create long-lasting programs, policies, and practices to ensure that every GovState community member has an equitable opportunity to belong and succeed.

When DEI goals are threaded throughout the campus at all levels, we are better equipped to address systematic issues concerning diversity, equity, inclusion, access, and belonging. We can easily increase enrollment from diverse backgrounds, hire more diverse employees, and create initiatives. We must go beyond capturing the diversity and create a space where all students and employees can thrive at and beyond GovState.

Timeline

January 2024	Preview Announcement
February 14, 2024	Proposals Open
March 8, 2024	Virtual Information Session – Noon – 1:00
March 29, 2024	Letter of Intent Due – strongly recommended but not required
May 30, 2024	Proposals Due
September, 2024	Recipients Notified
Convocation 2024	Recipients Publicly Announced
September, 2024	Meeting with Recipient
AY 24/25	Implementation – September 1, 2024 – June 30, 2025

Grant Number: DEI.2024

Eligible Applicants

Governors State University's faculty, staff, and approved student organizations are invited to apply. Priority will be given to interdisciplinary, multi-department/division, or unique student club collaborations across 2-3 departments, offices, and/or student organizations. We also

highly encourage efforts that involve collaborations between students and faculty, students and staff, or faculty and staff. Please note that the principal investigator (PI) must be a current full-time employee of GovState. For student organizations, the PI must be the Club Advisor or Sponsor.

Selection Process

A DEI Mini-Grant task force will conduct the selection process over the summer. The DEI Mini-Grant task force will receive rater-reliability professional development of the attached scoring guide. Of the five (5) grant awards, a minimum of 1 grant will go to each respective group (faculty, staff, student organization). The selection criteria (scoring guide) will evaluate the quality of applications submitted for funding. A full review of the scoring guide is attached to this RFP.

The maximum score an applicant can earn for the selection criteria is 100 points. The maximum score for the quality of each criterion is indicated following that criterion.

Abstract	15
Project / Research Description	10
Project / Research Impact	20
Goals and Measurable Objectives	20
Management Plan	10
Sustainability Plan	5
Priority	5
Budget	10
Supporting Documents	5
Total points	100 points

Cost Sharing: (None)

Grant Period

September 1, 2024 – June 30, 2025

DEI RFP Information Session

All prospective applicants are invited to attend a live virtual informal [DEI Mini-Grant Information Session](#) on **March 8th at Noon**. A recording of the session will be available one week after the Information Session via <https://www.govst.edu/dei/>.

Letter of Intent to Apply

While not required, we strongly encourage each potential applicant to notify the Chief Diversity Officer in writing of their intent to apply for the DEI Mini-Grant by sending a one-page Letter of Intent (LOI) by **March 29, 2024, to dei@govst.edu**. The LOI is a one-page document designed to generate interest and allow us to plan for an efficient peer review. The LOI may include the

proposal name, applicant/team, focus area, need statement, and brief description of how these funds can advance diversity, equity, inclusion, and belonging for GovState.

Prospective applicants will receive a confirmation receipt via email – within five (5) days of the submission.

Submission Date and Method

Applicants should submit their proposal by the submission deadline: **May 30, 2024, by 5:00 pm CST to dei@govst.edu**. The required deadline is to ensure fairness to all applicants. We strongly encourage applicants to submit their applications well before the application deadline. For success in submitting, please follow the checklist included in this RFP. Applicants will receive a confirmation receipt – within 5 days of the submission.

Applicants should submit the Abstract, Proposal Narrative, Budget (word document only), and any supporting documents in within a single email. The first submission will be final. Any supplemental attachments or updates will not be accepted after the original submission. Applicants should limit the size of the file to avoid an email rejection. Documents submitted that contain graphics and/or scanned materials often greatly increase the file attachment size and can result in difficulty submitting or opening the file.

Grant Award Notice

All applicants will be notified via GovState email in September 2024. Awardees will also be announced during Convocation.

Funding

- a. Funding is currently committed for Fiscal Year 2025. Future funding will be determined annually.
- b. Funding will be assigned to the Principal Investigator (PI) / Lead Facilitator.

Commitments

By submitting a proposal, awardees are committed to the following activities for the purpose of accountability, sharing, engagement, and improvement:

- Quarterly Reports (performance and spending)
- Attendance at Convocation (September 2024) – awards are publicly announced
- Lunch and Learn Presentation (Spring Term 2025)

Priority

Priority will be given to proposals that meet the following criteria:

- DEI-focused research or programs and initiatives that meet one or more of the four focus areas listed above.
- Interdisciplinary, multi-department/division, or unique student club collaborations across 2-3 departments, offices, and/or student organizations. We

also highly encourage efforts that involve collaborations between students and faculty, faculty and staff, or students and staff.

Contact Person

For questions, please contact the Chief Diversity Officer at 708.534.4023 or email at: jpatterson3@govst.edu.

DEI 2024 Mini-Grant Proposal

Abstract Template

Complete the Abstract Template fillable template form. The Application should identify the following:

- Name of Project
- DEI Focus
- Type of Project
- Proposed Budget Amount
- Principal Investigator Information:
A Principal Investigator (PI) is the individual responsible for the preparation, conduct, and administration of the grant, cooperative agreements (if any), services, training, or other sponsored projects. The PI must be a current full-time employee of GOVSTATE. For Student Organizations, the PI must be the Club Advisor or Sponsor.
- Additional Key Personnel
- Additional Participants or Partners
- Primary Beneficiary
- Other Beneficiaries
- Number of People Impacted
- Briefly Describe the Purpose (100 words or less)
- Briefly Describe the Expected Outcomes. (100 words or less)

Narrative Template

Work within the set attributes of the fillable templates.

- a. Project Description (limit to 400 words)
 - i. What is the issue or challenge you are looking to address?
 - ii. How does your project or initiative address your identified issue or challenge?
 - iii. Detail how the project will build capacity to address DEI-related opportunities.
 - iv. How does this project align with GovState's Strategic Plan related to diversity, equity, and inclusion?
 - v. How will you collaborate with or involve members of the GovState community (faculty, staff, students) and/or alumni or community members?
 - vi. How will participants and/or partners be involved (if applicable)?
- b. Project Impacts (limit to 300 words)
 - i. Detail how the project or research will support one or more of the 4 DEI focus areas:

- Students
- Employees
- Curriculum
- Community
- c. Management Plan (limit to 400 words)
 - i. Describe how the plan will be managed.
 - ii. Who will facilitate the activities, reports, and purchases.
- d. Sustainability (limit to 400 words)
 - i. Describe the long-term impact of the project / research.
 - ii. Describe how you will continue the impact beyond internal grant funding.
- e. Goals and Objectives
 - i. List up to 5 major specific goals you plan to achieve.
 - ii. List up to 5 measurable objectives per goal.
- f. Project Activities Timeline
 - i. Timeline Template Chart activities for AY 24-25
 - ii. All funds and activities must be completed by June 30, 2025

Supporting Documentation

a. Letters of Support Required

- i. A minimum of one letter of support from an advisor, club sponsor, supervisor, department chair, dean, or other institutional leader and
- ii. A letter of support from each external partner (if applicable).

b. Budget

- i. Complete the budget template, to include the precise dollar amount requested and justification for the request.
- ii. All funds must be expended by **June 30, 2025**
- iii. Funding Allowances
 - a. Funding cannot be used for employee salaries, course buyouts, nor supplemental pay. Salary support for student research assistants or other student assistants is allowed.
- iv. Budget Template
 - a. Allowable expenditures include but not limited to the following:
 - Technology
 - Events
 - Professional development
 - Guest speakers
 - Project related materials.
 - Testing materials
 - Seed funding for research projects
 - Participant incentives

- Immersion activities
- Community activities
- Climate and Intergroup relations
- Formal and informal curricula
- Resources
- Stipends for student project leaders, student research assistants, or student support
- Group conference

b. Unallowable Cost

- Tuition / textbooks / fees
- Salaries and supplemental pay for employees
- Overnight travel
- Gift cards
- Swag
- Food over \$500.00 and alcohol of any amount
- Capital expenditures or construction

Visit <https://www.govst.edu/dei/> for required downloadable forms.

Rubric

Abstract	15
<ul style="list-style-type: none"> Fully complete template Project / Research is DEI focused and aligned to GovState's mission. Timeline is within the grant period. Proposed budget does not exceed the grant amount. Qualified Principal Investigator. Benefits multiple individuals or groups. Positively impacts GovState 	
Narrative Template	
Project / Research Description	10
<p>The project narrative answers the following questions:</p> <ol style="list-style-type: none"> What is the issue or challenge you are looking to address? How does your project or initiative address your identified issue or challenge? Detail how the project will build capacity to address DEI-related opportunities. How does this project align with GovStates's Strategic Plan related to diversity, equity, and inclusion How will you collaborate with or involve members of the GOVSTATE community How will participants and/or partners be involved (if applicable) 	
Project / Research Impact	20
Provide a detailed description on how the project or research will support one or more of the 4 DEI focus area.	
Goals and Objectives	20
<p>Make sure your goals are SMART:</p> <p>Specific: Increase the chances that you're able to accomplish your business goals by making sure they're well-defined. Determine the who, what, where, when and why.</p> <p>Measurable: Develop criteria for measuring progress toward your goals. Detail the key indicators that help you decide if and when you reach your goal by quantifying them.</p> <p>Achievable: Create goals for your project / research that are attainable and achievable by ensuring that you and your team have the skills and resources needed to reach the goal.</p> <p>Relevant: Align your goals with the overall objectives of GovStates's Strategic Plan and culture of the university.</p> <p>Time-based: Give yourself and your participants a deadline for reaching your goal to provide a sense of urgency and the opportunity to schedule the steps needed to achieve the goal.</p>	

Management Plan	10
Describe in detail how the project / research or initiative will be managed. Who will carry out the activities, budget, approvals. Who will be responsible for the quarterly reports and accountability for the program?	
Sustainability Plan	5
What is your plan to keep the impact coming well after the grant money runs out? The DEI grant is meant to produce lasting change. You must be deeply invested in the goals and impact with buy-in from the beneficiaries. Try to connect the sustainability to the goals and not the money.	
Priority	5
Priority will be given to proposals that meet one or more of the four focus areas, interdisciplinary, or multi-departmental / division.	
Budget	10
Budget templates are complete and within the range of the grant. The budget items strongly align with the measurable goals and outcomes.	
Supporting Documents	5
Letter(s) of support and optional supporting documents.	
Total points	100 points

Confirm completion of the application by checking each topic area that you have completed. Sign to confirm that you understand the terms of the proposal and will abide by the terms if you receive grant funding.

✓	Proposal Topic
	Abstract Template
	Project / Research Description
	Project / Research Impact
	SMART Goals
	Project Activities Timeline
	Management Plan
	Sustainability Plan
	Priority
	Letters of Support

	Budget
	Driver Diagram
	Supporting Documents
Signature	
Date	