A&S|Diversity Matters

Equity and Diversity Events Pilot Program
Application Form Fall 2019

Deadline: Friday, December 13th
Submit application to kvj@astro.columbia.edu

Name(s) of Applicant(s) or Department(s)/Center(s) Applying for Funds:
__________________________________________________________________________________

Primary Department/Center/Institute Name:
__________________________________________________________________________________

Project Lead Name (Must be a faculty member):
__________________________________________________________________________________

Telephone: ___________________________ E-mail: ___________________________

Title of Proposed Program or Event (20 words max):

Type of Program or Event:
☐ Special event featuring a guest speaker or panel discussion
☐ Professional development workshop or program related to increasing and sustaining diversity, equity and inclusion
☐ Collaborative Reading Group on topics related to diversity, equity and inclusion
☐ Intergroup Dialogue program addressing issues of identity, bias, inclusion and community building that span demographic and/or role (i.e. faculty, student, staff) boundaries
☐ Other (provide a brief description)
__________________________________________________________________________________

Source(s) of Current or Anticipated Funding for the proposed project

Do you have any additional sources of funding for this project and event?  Yes ( ) No ( )

If yes, please list current or anticipated support for the project and dollar amounts:

Total Funds Requested from A&S Equity and Diversity Events Pilot Program: ________________

Applicant signature and date: ____________________________________________________________

Questions about this program may be addressed to:
Kathryn V Johnston, CED Chair and Professor of Astronomy, kvj@astro.columbia.edu
I have read this application and as Department Chair or Unit Director and affirm my support for this program/use of funds.

Department Chair signature, name and date: _____________________________________________

__________________________________________

Description of Project and Use of Funds (no more than 2 pages)

- Scope, purpose and importance of the proposed program or event.
- Explanation of how the program or event highlights the benefits and value of diversity, equity, and inclusion within Arts & Sciences.
- If applicable, articulation of the outcomes and contributions of the program or event to members of the broader Arts & Sciences community, including faculty, graduate students, undergraduate students and/or staff members.
- Proposed plan and timeline. Steps that will be taken to execute the program or event within time frame and budget.
- Names and emails of all key participants and identification of the faculty project lead.
### Proposed Project Budget:

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Item(s)</th>
<th>Estimated Cost</th>
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<tbody>
<tr>
<td>Audio Visual (A/V) Rental</td>
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<tr>
<td>Catering/Food</td>
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<td>Event Space Rental</td>
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<td>Facilities (Set-Up, Custodial)</td>
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<tr>
<td>Furniture and/or Linens Rental</td>
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<tr>
<td>Lodging Expenses</td>
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<td>Printing Costs (Event program,</td>
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<td>speaker biographies, etc.)</td>
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<td>Promotional Costs (advertising)</td>
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<td>Speaker or Consultant Fee</td>
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<td>Supplies</td>
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<td>Technician fees</td>
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<tr>
<td>Travel &amp; Expenses</td>
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<td>Other (describe below)</td>
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Proposal budget should conform with University travel and business expense policies and procedures.

For reference:
- Honoraria Policy: [https://policylibrary.columbia.edu/honoraria](https://policylibrary.columbia.edu/honoraria)
- Travel Expense Policy: [https://policylibrary.columbia.edu/travel-expense-policy](https://policylibrary.columbia.edu/travel-expense-policy)
- Vender Validation: [https://policylibrary.columbia.edu/vendor-validation](https://policylibrary.columbia.edu/vendor-validation)
- For full policies see [http://www.columbia.edu/cu/administration/policylibrary](http://www.columbia.edu/cu/administration/policylibrary)

[University Event Policies:](https://www.essential-policies.columbia.edu/university-event-policies)

**Total Estimated Cost:** ______________________

I have read this application and as Department Administrator affirm my understanding that the department must collect and submit all receipts and invoices for this program/use of funds.

**Department Director of Academic Administration and Finance (DAAF) signature, name and date:** ______________________

Questions about this program may be addressed to:

*Kathryn V Johnston, CED Chair and Professor of Astronomy, kvj@astro.columbia.edu*