

**UNIVERSITY OF DELAWARE COLLEGE OF ENGINEERING
COMMITMENT TO DIVERSITY AND INCLUSION
STUDENT GROUP FUNDING PROGRAM**

INTRODUCTION

This form can be used by Graduate or Undergraduate Registered Student Organizations (RSOs) to request funding for meeting one or more of the Program Goals during the semester/academic year through events and interactions described below. Please note that funds can be used for attending conferences; however, the RSO must still demonstrate a local (College-focused) commitment to the stated Program Goals.

PROGRAM GOALS

Within the College of Engineering (CoE), 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

Funding is provided by the UD College of Engineering and JP Morgan Chase. Two funding mechanisms are available:

1. Semester funding for diversity-centric student groups, and
2. Supplemental event funding open to all CoE RSOs.

JP Morgan Chase Notes:

- 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.

FUNDING APPLICATIONS FOR DIVERSITY-CENTRIC STUDENT GROUPS

Applications may be submitted by RSOs who already hold a diversity-focused mission statement in the College of Engineering. In exchange for receiving this 1-semester funding of \$1500, RSOs are held to the following expectations:

- Participate in CoE recruitment and orientation events, including first year orientation, Blue & Gold Open Houses, Decision Days, individual and group visits (in-person and virtual), tours, and workshops, as requested by CoE Diversity Team
- Hold at least 1 joint event each 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 (including in 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 Program Goals A-C

Notes

- Failure to adhere to the funding expectations will result in removal of funding.
- Student groups can renew funding each semester if 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.
- Funding applications made mid-semester will be pro-rated.

Diversity-Centric Student Groups Funding Application

Diversity-Centric RSOs applying for funding will create their own application that must contain the following required information.

Cover Page (1 page max)

- RSO name
- Executive board members (including title of office held, major, and anticipated graduation year)
- Point of contact (include title of office held, email address, and phone number)
- 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 page 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 page 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 Program 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. NOTE: Using funds for attendance at conferences is allowed; however, the student group must still demonstrate a local (College-focused) commitment to the stated Program Goals A-C.
- How will the funding help your group achieve Program Goals A-C?
- How will you define and measure this impact? Direct measurements are preferred over indirect. (Examples: number of people directly involved, including the percentage of women and URG; public visibility via news articles, UDaily, etc.; awards; other?)

FUNDING APPLICATION FOR SUPPLEMENTAL EVENT FUNDING

Applications are accepted from RSOs 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 COE RSOs, including those that do not have a diversity-focused mission statement. The event must align with 1 or more of the Program Goals A-C. It is expected that the hosting organization acknowledges the funding at the event and on all promotional materials (Please see the note regarding JPMC logo use on first page) and completes an event summary form (see separate form) within 2 weeks of the completion of the event.

RSOs applying for funding will create their own application that must contain the following required information.

Cover Page (1 page max)

- RSO name
- Executive board members (including title of office held, major, and anticipated graduation year)
- Point of contact (include title of office held, email address, and phone number)
- 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 page max)

- Event Title
- Summary of the proposed event (250 words or less). Include event dates and registration deadlines, if applicable
- 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 guest(s)/volunteer(s) you are inviting - including company(ies)/industry(ies) and individual(s) name(s)/title(s) when known
- Other funding you have requested (how much was requested) and the amount received to date
- How much financial support you are requesting

Budget (1 page max)

- Detailed and itemized proposed budget (expenses and income) in table format

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