**Russ College Belonging Mini-Grant**

**What is a “Belonging Mini-Grant”?**

* A grant of up to $200 for an activity in support of Diversity, Equity, Inclusion, Accessibility and Belonging (DEIAB) in the Russ College community.

**Why Belonging Mini-Grants?**

Building a culture of belonging in the Russ College community and educating ourselves about issues related to DEIAB requires sustained effort. Members of our community have ideas that they could implement with modest support and their potential cumulative impact is large – likely larger than spending the same amount on one centrally-organized event. Belonging Mini-Grants will encourage a larger proportion of the Russ College community to engage in DEIAB work.

**What can a Belonging Mini-Grant fund?**

* Activities that educate about DEIAB issues, encourage participation in engineering and / or technology by diverse people, or build awareness of and appreciation for the diversity of our community.
* Activities that include the Russ College community. They might include the whole Russ College community, target a subset of the Russ College community, or target Russ College community participation in a broader event.
* Activities allowed legally and by Ohio University policy and procedures.

*To encourage creativity and diversity of ideas, we’re avoiding being prescriptive.*

**Who administers Belonging Mini-Grants?**

The Russ College Committee on DEIAB reviews proposals, selects awardees, and reviews post-activity reports; one member of the Committee will lead this effort. A one-page post-activity report to the Committee is required.

* For student-led proposals, the award must be made to a recognized Ohio University student organization in good standing and funds must be spent according to Campus Involvement Center procedures. The Russ College will transfer funds to the student organization account.
* Staff / faculty-led proposals must identify someone to administer spending according to Ohio University policy and procedures. The Russ College will create a “PTA” account string with the funds loaded. The activity may be led by a University-recognized organization or unit, but that’s not required.
* Unspent award funds may be taken back at the end of the year.

**How much Belonging Mini-Grant funding is available?**

The Russ College expects to fund 14 Belonging Mini-Grants annually.

*Belonging Mini-Grant awardees may be contacted about featuring their project in Russ College newsletters or social media. If privacy is a concern, being featured is not required. Being featured can increase the positive impact of many projects.*

**What’s the Belonging Mini-Grant application and award process?**

* One-page application form with up to one additional page to describe the activity.
  + A Russ College student, Russ College faculty member, or Russ College staff member must lead the proposal.
  + A student-led proposal must have an affiliated Ohio University-recognized student organization and a signature by the organization’s Advisor.
  + A staff- or faculty-led proposal must identify an individual who will handle transactions in Ohio University’s financial systems.
  + Submit application via **e-mail** as a pdf to [Belonging MiniGrants - Russ College DEIAB <6b878d6a.catmail.ohio.edu@amer.teams.ms>](mailto:6b878d6a.catmail.ohio.edu@amer.teams.ms?subject=Submitting%20a%20Belonging%20Mini-Grant)
* The Russ College Committee on DEIAB reviews applications on a rolling basis.
  + Decisions will be made within one month, usually sooner.
  + Post-event funding is possible but not guaranteed.
* Decision notification via e-mail will include instructions for spending.
  + For awards to student organizations:
    - Proposal lead, Advisor, and Campus Involvement Center will be notified.
    - The preference is to transfer funds to the student organization’s account, and follow Campus Involvement Center procedures for spending.
  + For awards to Russ College staff or Russ College faculty:
    - Proposal Lead and the designated individual to handle project transactions will be notified.
    - The preference is to create a PTA account with the faculty / staff member’s project number to hold the funds.
* Submit a one-page report within one month of the activity.

**Belonging Mini-Grant selection criteria**

* Proposal clearly describes the DEIAB impact of the project on the Russ College community and how funds will be spent.
* Project impacts / involves the Russ College community, not just the awardee. (In a request to support training or travel for the awardee, an explanation of how that will be leveraged to benefit the larger community is recommended.)
* Priority to funding diverse project types, Proposal Leads, and target audiences. (Repeat requests in the same year are less likely to be funded.)
* No funding for Proposal Leads or organizations whose report for a prior Belonging Mini-Grant has not been accepted by the Russ College Committee on DEIAB.

*Student organizations are urged to post their event on BobcatConnect, to increase visibility and to assist them with facilities on campus.*

**Russ College Belonging Mini-Grant Application Form and Proposal**

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Identify the Russ College student, staff member, or faculty member leading this Belonging Mini-Grant.*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ohio.edu e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| ***Complete this column if the lead is a student.*** | ***Complete this column if the lead is a staff member or faculty member.*** |
| Major of Student Lead (must be a Russ College major): | Employing Department / Center / Institute / Unit (must be part of the Russ College): |
| Student Organization name (must be recognized by Ohio University): | Organization leading project (if any, not required): |
| Student Org account number: | Name and ohio.edu e-mail of individual who will handle transactions in Ohio University financial systems: |
| Student Org Advisor name and ohio.edu e-mail: |
| Signature of Student Org advisor: |  |
| Has this event been posted on BobcatConnect? \_\_ Yes \_\_No |  |

Belonging Mini-Grant amount requested (not to exceed $200): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (or date range) of project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As the Proposal Lead, I will ensure that spending is for the specified project, is allowed legally and by applicable Ohio University policy and procedures, and does not exceed the amount requested. I will e-mail a report to *Russ College Committee on DEIAB e-mail address* within one month of the project end.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*In no more than one page, describe how this Belonging Mini-Grant will support DEIAB in the Russ College community and how funds will be used. Be concise; one paragraph may be enough. If this is part of a larger project, provide an overview of that larger project and describe the supporting role of the Belonging Mini-Grant.*

*e-mail application and description to* [Belonging MiniGrants - Russ College DEIAB <6b878d6a.catmail.ohio.edu@amer.teams.ms>](mailto:6b878d6a.catmail.ohio.edu@amer.teams.ms?subject=Submitting%20a%20Belonging%20Mini-Grant)