**I. Applicant(s)**

1. Name of Principal Applicant
2. Additional collaborators (if any)
3. The CALS Department/Unit/Student Organization of the Principal Applicant
4. Phone number & E-mail address of Principal Applicant

**II. Event/Program Title**

**III. Specific University or College core value, strategic initiative, or goal related to diversity that the event/program will address.**

**IV. Event/Program Focus. If the application is approved the proposal will be posted on the Diversity Council website.**

**V. Proposal Narrative**

a. Explain how the event/program will enhance the College’s long-term commitment to diversity and inclusion.

b. The specific need that is being addressed

c. The goals and anticipated outcome(s) of the event/program.

d. A timeline.

e. Description of the target audience, including the estimated number of participants.

f. The expected impact that the event/program will have on the College.

g. A specific plan to assess the impact of the event/program on the College.

**VI. Budget**

a. Anticipated expenses (itemize and briefly explain).

b. Funds anticipated from other sources (please list).

c. Total amount requested from CALS Diversity Incentive Fund.

**VII. Final Report**

A final report of the funded effort is required and it will appear on the Diversity Council’s website. The Final Report is due no later than three months after completion of the funded activity. The final report should address:

1. A self‐evaluation
2. Results of the event assessment
3. Attendance figures
4. Final budget

**VIII. Applicants’ Signatures**