Diversity Program Application Guidelines

As part of a larger Institute endeavor to support and expand diversity efforts on campus, Caltech has received funding from The James Irvine Foundation. The Diversity Program Fund was established to allow students, faculty, and staff to initiate diversity related programs that address issues pertinent to and/or support underrepresented minorities.

Applications will be considered throughout the year, and the Cultural Programming Group will review proposals and make the awards.

Proposal Criteria
- A completed application form should accompany each proposal.
- Proposals should clearly address how the program relates to issues of diversity.
- Budget sheet should include the following:
  - Breakdown of expenses
  - Total cost of program
  - Amounts requested/received from other sources
  - Amount requested from committee

Guidelines for Funding
Once funding has been awarded, the following guidelines will apply:
- Any changes in the program or budget should be reported to the Cultural Programming Group for consideration.
- Funds may be used only in support of the approved program and for no other purpose.
- Funds may not be used towards the purchase of alcohol.
- All funds not expended should be returned to the Cultural Programming Group so that it may be used to fund other programs.
- A copy of the publicity must be submitted to the Cultural Programming Group at least 1 week prior to the event.
- The Caltech Y will facilitate access of funds.
- All publicity materials must acknowledge support from The James Irvine Foundation and the Cultural Programming Group.
- Upon completion of the program, all individual(s)/groups must submit an itemized account of funds along with documentation as well as a final report that includes an evaluation component to:
  The Cultural Programming Group
  Mail Code 158-86

Evaluation Questions
Your evaluation should address the following questions/topics:
- Number of people who attended
- What are the goals of program?
- Did you accomplish your goals?
- What might you differently if you were to do the program again?
- What did you learn from this program?

For application questions and program advising please see one of the following members of the Cultural Programming Group:
- Jennifer Cichocki  Caltech Women’s Center
- Jim Endrizzi  International Student Programs
- Milton Mitchell  Multicultural Student Education
- Greg Fletcher  The Caltech Y