



2016 Equity Enhancement Fund – Guidelines

The Equity Enhancement Fund (EEF) supports community-based initiatives that enhance equity, diversity, inclusion and intercultural understanding at UBC. Proposals should demonstrate benefits to the representation or experiences of historically disadvantaged groups within the UBC community.

All academic or administrative units are invited to apply for funding. Student groups, as well as other faculty and staff groups, are invited to submit proposals through their respective leadership.

Applications are accepted for a broad range of funding up to a maximum of \$25,000. Preference is given to proposals that demonstrate some matching financial contributions from partners and are for projects that have the potential to be self-sustaining. Separate funding is available for the Okanagan and Vancouver campus.

The deadline for submitting proposals is April 1, 2016.

If you have questions about the Equity Enhancement Fund email equity@equity.ubc.ca.

Student Proposal-Writing Workshop

A proposal-writing workshop will take place in February 2016 (date and time TBA) for student applicants.

Goals of the Equity Enhancement Fund

Following the action plan from [*Renewing our Commitment to Equity and Diversity: UBC's Response to the Task Force Recommendations*](#), preference will be given to initiatives which:

- Build student, faculty and staff competencies and understanding related to issues of equity, diversity and inclusion through community-engaged activities.
- Promote a respectful environment at UBC through education, dialogue and community engagement.

UBC equity and diversity committees

Equity and diversity committees are encouraged to apply for Equity Enhancement Funding to develop self-sustaining initiatives in their units.

2016 Equity Enhancement Fund Guidelines

Submission Deadline: Friday, April 1, 2016. Proposals should be a maximum of five pages. Completed proposals should be emailed to equity@equity.ubc.ca.



Guidelines:

Read the proposal guidelines carefully to assist you in preparing a successful application.

Who can apply for funding?

The following groups are invited to submit proposals to the Equity Enhancement Fund:

- Any UBC academic or administrative unit
- Equity committees and equity representatives
- Unions or Associations
- Alma Mater Society
- Graduate Student Society
- UBC Students' Union Okanagan
- Student clubs or groups
- Individuals

Applications demonstrating partnerships with other clubs and units will be given preference.

NOTE: Proposals will not be accepted to fund academic research that would be carried out in the normal course of work or study or may be eligible for research funding.

Application Form

Email completed application form to equity@equity.ubc.ca

- [Application Form](#)

Application Deadline

- **Friday, April 1, 2016**

Fund Objectives

- Proposals should have observable and/or measurable benefits to the representation or experiences of historically disadvantaged groups within the UBC community.
- Priority will be given to proposals that benefit the UBC community and have a continuing effect on enhancing employment or educational equity.

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- Proposals must provide clear rationale and objectives consistent with the University's [Equity and Inclusion mandate](#) and [commitments](#) as outlined in [Place and Promise](#).
- All Equity Enhancement Fund initiatives must be in accordance with [UBC's Respectful Environment Statement](#).

Endorsement

- The proposal must be endorsed by a Head of Unit or the senior official of an organization ie. Alma Mater Society, Graduate Student Society and UBC Students' Union Okanagan, union/association or student club. A Head of Unit is the Director of a service unit; Head of an academic department; Director of a centre, institute or school; Principal of a college; Dean; Associate Vice President; University Librarian; Registrar; Vice President; or President.
- Submissions from the Unions or Associations must be endorsed and signed by the senior official of the organization.
- Submissions from the AMS, GSS and UBCSUO must be endorsed and signed by the senior official of the organization.
- **NOTE: The person making the endorsement assumes responsibility for monitoring the project and ensuring a final report is submitted.**

Reporting

- Successful recipients are required to submit a report, including financial accounting, to the Associate Vice President, Equity and Inclusion upon completion of the project. The Equity and Inclusion Office will provide a template for this purpose.
- Funds must be spent within one year of receiving funding. Any unused funds must be reported and returned.
- The fund recipients are responsible for planning and implementation related to your project, and covering any cost overruns.

Funding Details

- Proposals up to \$25,000 will be considered. Small and large proposals are encouraged. Large proposals may receive partial funding.
- Funding dispersed: 75% upon announcement and 25% on completion of final report.
- There are separate funds for the Vancouver and Okanagan campuses.
- Partnerships between faculties/units/departments/groups are encouraged.

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- Applications should demonstrate some financial contributions (not just in-kind) from faculties, units and clubs.
- Funding will not be granted for projects that are a normal part of the unit's responsibilities and operating expenses, or, except in exceptional circumstances, to reinstitute a previously funded project in a unit.
- Funding is allocated once a year in the last quarter of the fiscal period by the Associate Vice-President, Equity and Inclusion, with advice from the Vice President Strategic Implementation Committee.
- Fund amount and guidelines will be reviewed annually by the Associate Vice-President, Equity and Inclusion, and the Vice President Strategic Implementation Committee.

Evaluation Criteria

A sub-committee of the Vice President Strategic Implementation Committee with representatives from the Okanagan and Vancouver reviews and evaluates all applications. Their evaluation is based on the following criteria:

- **Strategic Value**
How well does this initiative align with the University's [Equity and Inclusion mandate](#) and [commitments](#) as outlined in [Place and Promise?](#)
- **Enhances Equity, Diversity and Inclusion**
Will this initiative significantly contribute to the enhancement of equity, inclusion, diversity and intercultural understanding at UBC?
- **Outreach**
Does this enhance UBC's reputation on and off campus? Does it create an opportunity to partner with other UBC units/organizations or with groups outside the university?
- **Community Engaged Activities**
Will this project engage and inspire participation of historically disadvantaged groups within the UBC community?
- **Sustainability**
Is the project self-sustaining beyond the funding period?

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