**2018 Equity Enhancement Fund Application
Submission Deadline: February 28, 2018**

* *Please read the Equity Enhancement Fund guidelines at* [*equity.ubc.ca/equity-enhancement-fund*](http://equity.ubc.ca/equity-enhancement-fund)*.*
* *Once you’ve completed this application form please submit it online at:* [*http://equity.ubc.ca/equity-enhancement-fund-application/*](http://equity.ubc.ca/equity-enhancement-fund-application/)*.*

**Project Title**

**Please use an engaging and compelling title.**

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 **Applicant(s) and Partner Information**(List the names of the main applicants involved in the project.)

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| **Applicant(s) Name** | **Primary Contact**  | **Contact 1** | **Contact 2** |
| **Title** |  |  |  |
| **Email** |  |  |  |
| **Faculty, department, unit or club:** |  |  |  |
| **Campus (Okanagan or Vancouver)** |  |  |  |

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| **Partner(s) Name** | **Partner 1**  | **Partner 2** | **Partner 3** |
| **Title** |  |  |  |
| **Email** |  |  |  |
| **Faculty, department, unit or club:** |  |  |  |
| **Campus**  |  |  |  |

**Endorsement Information
NOTE: The person making the endorsement assumes responsibility for monitoring the project progression and ensuring a final report is submitted. See guidelines for more information.**

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| **Endorser’s Name:** |  |
| **Title:** |  |
| **Unit/Organization:** |  |
| **Campus location:** |  |
| **Email:** |  |
| **Phone:** |  |
| **Signature:**  | Upload e-signature or print document, sign and scan | **Date:** |  |

**Project Summary (150 words max.)**Provide a detailed description of the project and indicate whether this is something new or existing. Describe how the project significantly contributes to the enhancement of equity and diversity at UBC and how it meets the evaluation criteria.

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**Project Objectives**Proposals should have observable and/or measurable benefits to the representation or experiences of historically disadvantaged groups within the UBC community.

Please articulate how this project supports the UBC’s equity & inclusion efforts, UBC’s strategic plan priorities, and Faculty or Unit equity & inclusion goals and decision-making.

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 **Project Timeline**

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 **Work Plan**Outline the key tasks and events with a timeline or schedule (if applicable) that will be used during the planning and implementation stages of this project. Please identify communication and engagement opportunities to share project outcomes with the wider community and to influence broader change on campus.

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 **Evaluation Plan**Outline the methods to evaluate the progress of the project during the funding year.

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**Expected Project Outcomes (500 words max.)**

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**Project stakeholders**

**Please list faculties, portfolios, units or other student groups that may be affected by this project.**

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 **Project Benefits (500 words max.)**

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**Audiences** (Select all that apply)

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| What group will benefit from the project?[ ]  Students[ ]  Faculty[ ]  Staff[ ]  Other Click here to enter text. | Who will participate in the initiative?[ ]  Students[ ]  Faculty[ ]  Staff[ ]  Other Click here to enter text. |

**Budget summary**Indicate below the funding requested from the Equity Enhancement Fund **(**Complete full budget).

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| **Funding requested from EFF 2018:** | **Have you previously received EEF funding?**  |
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**Budget**

* **Proposals up to $25,000 will be considered**. Small and large proposals are encouraged.
* There are separate funds for the Vancouver and Okanagan campuses.
* Proposals that show a partnership between units/departments/groups are encouraged.
* **You are encouraged to match or supplement any funding awarded towards your initiative**.
* 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.

**Sample Budget: “Equity in the workplace seminar”**

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| **ITEM** | **DESCRIPTION** | **COSTS** | **REQUESTED FROM EEF** |
| Administrative support | Take registrations through website, answer inquiries | In-kind (covered by department) | $0 |
| Graduate student assistant | One graduate student responsible for organizing seminar and reports | $5,510 (10hrs/week @ $29/hr x 19 weeks | $5,510 |
| Honorarium | Honorarium for student presenters | $2505 speakers @ $50 each | $250 |
| Student worker - Marketing  | Design posters, website, social media  | $750 ($25/hr x 30)  | $750 |
| Social media marketing support | Social media support from departmental communications  | $250 ($50/hr x 5) = $250 In-kind  | $0 |
| Printing of materials | PostersSeminar materials | $100 | $100 |
| Room booking | Facility rental (Life Sciences Centre Auditorium) | FREE | $0 |
| Refreshments | Water and juices $1/person200 participants + 5 speakers, 10 working committee) = $215 | $215 | $215 |
| Photography | Student volunteer – donated service | $50 | $0 |
| A/V Support | PA system and recording for podcast | $700 | $700 |
| Honorariums for student volunteers | $25 gift cards x 8 – In-kind, donated by department | $200 ($25 x 8) =$200In-kind donation | $0 |
| Dept grant | One-time project grant (shows a partnership) | $500 grant | $0 |
| **Total:** | **$8525** |
| **Total generated through in-kind donations and financial partnerships:** | **$1000** |
| **Total Amount Requested from EEF:** | **$7525** |

**Qualifications**What skills and qualifications do you and your project partners have to undertake this project and make it a success?

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**Partnerships**Describe how you are partnering with another faculty, department, unit or club.

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 **Sustainability**Are there plans for this initiative to be self-sustaining beyond the funding period?

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If you are successful, you agree to participate in the 2019 EEF Project Showcase event. The showcase is an opportunity to recognize EEF participants and to share EEF projects with the wider UBC community. The EEF Showcase is part of efforts to raise awareness of the fund among UBC community members and to foster a community of those committed to equity & inclusion work. The showcase will be confirmed at the end of 2018.

I agree to participate in communication and promotional activities related to the EEF. This may involve being photographed, interviewed, or asked to produce a short summary of the project for digital distribution.

Please place “X” next to your response.

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| I agree |  |
| I do not agree |  |