**2020 Equity Enhancement Fund Application  
Submission Deadline: February 26, 2020**

***Please refer to the eligibility guidelines at*** [***https://equity.ubc.ca/resources/equity-enhancement-fund***](https://equity.ubc.ca/resources/equity-enhancement-fund)

**Project 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.

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**\*NEW FOR 2020\* Connection to Inclusion Action Plan Goals (150 words max)**

Please explain how your proposed project advances one or more of the actions outlined in the goals of the [Inclusion Action Plan](https://equity3.sites.olt.ubc.ca/files/2020/01/UBC-IAP-Web-Jan2020.pdf).

Learn more about the [Inclusion Action Plan](https://equity.ubc.ca/iap).

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**Project Objectives (150 words max)**Proposals should have observable and/or measurable benefits to the representation or experiences of historically, persistently and systemically marginalized groups within the UBC community.

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**Project Timeline (150 words max)**

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**Work Plan (150 words max)**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.

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**Evaluation Plan (150 words max)**Outline the methods to evaluate the progress of the project during the funding year.

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**Expected Project Outcomes (150 words max)**

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**Project Benefits (150 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 2020:** | **Have you previously received EEF funding?** |
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**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 | $250 5 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 | Posters Seminar materials | $100 | $100 |
| Room booking | Facility rental  (Life Sciences Centre Auditorium) | FREE | $0 |
| Refreshments | Water and juices $1/person  200 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) =$200 In-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 (150 words max)**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 (150 words max)**Describe how you are partnering with another faculty, department, unit or club.

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**Sustainability (150 words max)**Are there plans for this initiative to be self-sustaining beyond the funding period?

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