**Equity Enhancement Fund Application**

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

**Applicant Name**

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|  |  |

*First Last*

**Pronouns**

[ ] He/His

[ ] She/Her

[ ] They/Them

[ ] Other Click here to enter text.

**Email**

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**Please indicate your faculty, department, unit, or club:**

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**What is your UBC affiliation?**

[ ] Faculty

[ ] Staff

**Where is the project based?**

[ ] UBC Vancouver

[ ] UBC Okanagan

[ ] Robson Square

[ ] UBC Hospital

[ ] Other Click here to enter text.

**Please list all partners [first name, last name, affiliation, project role]**

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**Who will benefit from the project?**

[ ] Faculty

[ ] Student

[ ] Staff

[ ] Other

**Endorsement
*NOTE:*** *The Endorser assumes responsibility for monitoring the progress of the project and signing off on the final report. The Endorser will get a copy of this application via email. Please ensure the Endorser has agreed to participate****.***

**Name of Endorser**

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**Email**

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**Unit/Organization**

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**Campus Affiliation**

[ ] UBC Vancouver

[ ] UBC Okanagan

[ ] Another UBC location (i.e. Robson Square, UBC Hospital) Click here to enter text.

**Project Overview**

**Project Title**

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**Project Summary**
Approximately 300 words
Provide a detailed description of the project and indicate whether this is something new or existing.

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**Which of the following IAP goals does your project support? Choose all that apply.\***

[ ] **Recruitment, Retention and Success:**UBC will actively recruit, support, retain, and advance students, faculty, staff, and leaders from systemically marginalized communities.

[ ] **Systems Change**UBC will be intentional and proactive in changing systems, structures, policies, practices, and processes to advance equity, diversity, and inclusion.

[ ] **Capacity Building**UBC will enhance institutional and individual capacities and skills to succeed in and advance inclusive environments and work to sustain and continually evolve that capacity as skills and capabilities are increased.

[ ] **Learning, Research, and Engagement**UBC will foster environments of learning, research, and engagement that value building and exchanging multiple and intersectional ways of knowing.

[ ] **Accountability**UBC will hold itself accountable to its commitment to inclusion through clear and timely processes, thorough evaluation, and transparent reporting to the UBC communities on its progress on this action plan.

**Project Details
Project Timeline**

Approximately 200 words

Outline the key tasks, events, and/or deliverables with a timeline or schedule (if applicable) that will be used during the planning and implementation stages of this project.

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**How will you know your project has had an impact?**
Approximately 200 words

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 **Please specify the amount of funding requested.**

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*For the following section about the breakdown of how the funds will be used, please review the sample budget below and structure your submission in a similar matter.*

**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 | $2,240 (8hrs/week @ $28/hr x 10 weeks) | $2,240 |
| Honorarium | Honorarium for student presenters | $1002 speakers @ $50 each | $100 |
| Student worker - Marketing  | Design posters, website, social media  | $375 ($25/hr x 15)  | $375 |
| 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 $5/person75 participants + 2 speakers, 5 working committee) = $410 | $410 | $410 |
| Photography | Student volunteer – donated service | $50 | $0 |
| Dept grant | One-time project grant (shows a partnership) | $500 grant | $0 |
| **Total:** | **$3225** |
| **Total generated through in-kind donations and financial partnerships:** | **$1500** |
| **Total Amount Requested from EEF:** | **$1725** |

**Please provide a high-level breakdown of how you plan to use the funds.**
Please indicate expected project costs along the following general categories: honorariums or other fees, catering, venue, equipment, other resources. Please refer to the sample budget above for an example of how to define your projected costs.

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**Is anyone else funding this project?**

[ ] Yes

[ ] No

**Please list previous projects funded through the EEF.**

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**Are there plans for this initiative to be self-sustaining beyond the funding period?**
Approximately 200 words

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