

## QUINSIGAMOND COMMUNITY COLLEGE

### DIVERSITY, INCLUSION AND MULTICULTURAL PROGRAMMING FUNDING REQUEST

**Purpose:** Funds from the Diversity/Multicultural Programming Budget will be made available to faculty, staff and students of Quinsigamond Community College for the purpose of supporting educational events related to diversity, inclusion, multiculturalism, and identity. Proposals for one-time and serial funding will be considered; no award implies a future award or ongoing funding.

Applications may be submitted on behalf of any College entity (e.g., individuals, student organizations, departments or committees including ad-hoc committees).

Past activities have included: guest lecturers, theatrical/dance/musical presentations, forums/seminars/workshops, literary/fine art presentations, films/videos, ethnic/cultural fairs, and receptions. The funds could also be used as part of shared expenses with another college or organization co-sponsoring an event. Funding is not limited to these activities. Funding can include the cost of honorariums, meals, and/or promotional materials.

**Process:**

1. Applicants must complete “Form to Request Funds for Multicultural Programming” and submit to the Diversity Caucus via email at [sboria@qcc.mass.edu](mailto:sboria@qcc.mass.edu) or [bsafford@qcc.mass.edu](mailto:bsafford@qcc.mass.edu).
2. Requests will be reviewed on a monthly basis by the Diversity Caucus and evaluated according to the following criteria:
  - a. Anticipated interest
  - b. Timeliness
  - c. Community impact
  - d. Relevance to QCC mission and diversity goals
3. Proposers are welcome to address the Caucus briefly to describe their proposal and answer any questions. The Caucus reserves the option of deliberating with or without the proposer present.
4. Recommendations for funding will be made monthly to the President’s Office. Requests may be accepted, rejected (with explanation), returned for revision and resubmission, or referred to another funding source. Successful requests may be fully or partially funded.
5. Funded programs and events will be listed on the Virtual Multicultural Center calendar.
6. Funds will not be awarded to full-time QCC employees as compensation for their services rendered towards the event.
7. Upon completion of any funded program or event, the relevant individual or organization will submit the following:
  - a. Budgetary report (how the funds were used)
  - b. Description or article about the program or event for public distribution.
8. Funding recipients are responsible for coordinating all details associated with the fulfillment of their request.
9. The use of all awarded funds is subject to all policies and procedures of Quinsigamond Community College. Funding requests will be considered on a first-come first-served basis and funds awarded will be disbursed via the Diversity budget rather than awarded as a lump sum or transfer.

**FORM TO REQUEST FUNDS FOR MULTICULTURAL PROGRAMMING**

**Contact person's name:**

**Email:**

**Campus ext:**

**Work area:**

**Organization (if applicable):**

**Partnership(s) or co-sponsor(s) (if applicable):**

**Description of program or event (no more than 500 words, please):**

**Location and Date(s) of Event:**

**Intended Audience(s):**

**Expected size of audience:**

**Intended outcomes of program or event:**

**Amount requested:**

**How will it be used?**

**Signature \_\_\_\_\_ Date \_\_\_\_\_**