♛ COLUMBIA | ARTS & SCIENCES
Committee on Equity and Diversity

A&S|Diversity Matters

Equity and Diversity Events Pilot Program
Application Form Fall 2019

Deadline: Friday, December 13th

Submit application to kvj@astro.columbia.edu

Name(s) of Applicant(s) or Department(s)/Center(s) Applying for Funds:

_____

Primary Department/Center/Institute Name:

_____

Project Lead Name (Must be a faculty member):_____

Telephone: _____   **E-mail:** _____

Title of Proposed Program or Event (20 words max):

Type of Program or Event:
- ☐ Special event featuring a guest speaker or panel discussion
- ☐ Professional development workshop or program related to increasing and sustaining diversity, equity and inclusion
- ☐ Collaborative Reading Group on topics related to diversity, equity and inclusion
- ☐ Intergroup Dialogue program addressing issues of identity, bias, inclusion and community building that span demographic and/or role (i.e. faculty, student, staff) boundaries
- ☐ Other (provide a brief description)

  _____

Source(s) of Current or Anticipated Funding for the proposed project

Do you have any additional sources of funding for this project and event?   Yes ( ) No ( )

If yes, please list current or anticipated support for the project and dollar amounts:

Total Funds Requested from A&S Equity and Diversity Events Pilot Program: _____

Applicant signature and date: _____

Questions about this program may be addressed to:
Kathryn V Johnston, CED Chair and Professor of Astronomy, kvj@astro.columbia.edu

I have read this application and as Department Chair or Unit Director and affirm my support for this program/use of funds.

Department Chair signature, name and date: _____

_____

Description of Project and Use of Funds (no more than 2 pages)

- Scope, purpose and importance of the proposed program or event.
- Explanation of how the program or event highlights the benefits and value of diversity, equity, and inclusion within Arts & Sciences.
- If applicable, articulation of the outcomes and contributions of the program or event to members of the broader Arts & Sciences community, including faculty, graduate students, undergraduate students and/or staff members.
- Proposed plan and timeline. Steps that will be taken to execute the program or event within time frame and budget.
- Names and emails of all key participants and identification of the faculty project lead.

Proposed Project Budget:

Budget Category	Item(s)	Estimated Cost
Audio Visual (A/V) Rental		
Catering/Food		
Event Space Rental		
Facilities (Set-Up, Custodial)		
Furniture and/or Linens Rental		
Lodging Expenses		
Printing Costs (Event program, speaker biographies, etc.)		
Promotional Costs (advertising)		
Speaker or Consultant Fee		
Supplies		
Technician fees		
Travel & Expenses		
Other (describe below)		

Proposal budget should conform with University travel and business expense policies and procedures.

For reference:
  Business Expense Policy: https://policylibrary.columbia.edu/business-expense-policy
  Honoraria Policy: https://policylibrary.columbia.edu/honoraria
  Travel Expense Policy: https://policylibrary.columbia.edu/travel-expense-policy
  Vender Validation: https://policylibrary.columbia.edu/vendor-validation
  For full policies see http://www.columbia.edu/cu/administration/policylibrary

  University Event Policies: https://www.essential-policies.columbia.edu/university-event-policies

Total Estimated Cost: _____

I have read this application and as Department Administrator affirm my understanding that the department must collect and submit all receipts and invoices for this program/use of funds.

Department Director of Academic Administration and Finance (DAAF) signature, name and date:

_____

_____

Questions about this program may be addressed to:
Kathryn V Johnston, CED Chair and Professor of Astronomy, kvj@astro.columbia.edu