

CHANDLER COMMUNITY RESOURCES & DIVERSITY OFFICE



DIVERSITY EDUCATION MINI-GRANT FY16/17 Guidelines

BACKGROUND

The Chandler Human Relations Commission provides mini-grants of up to \$1,000 available to teachers, schools, non-profit organizations and community groups located within the City of Chandler or providing services to Chandler residents or students. Funded proposals will foster diversity education for youth ages 5-18 and will promote the HRC's mission: "To promote mutual respect and inclusion in Chandler. The Chandler Human Relations Commission works toward the elimination of prejudice and discrimination; and to promote amicable relations among all racial, cultural, religious, age, gender, disabled, socio-economic and national groups within the community."

GUIDELINES

- A. All proposals must address one or more of the following dimensions of diversity: age, socio-economic status, culture, disability, ethnicity, gender, national origin, race, religion, or sexual orientation.
- B. Applications must be typewritten. Pay particular attention to application deadlines, mini-grant applications received after the deadline will not be considered.
- C. Only one application may be submitted per project.
- D. Funds are made available on a per-year basis; continued funding of ongoing projects cannot be guaranteed.
- E. First priority for funding will be given to diversity education projects or programs in K-12 schools. Other considerations may include (but are not limited to) creativity, scope of student participation and involvement, interagency collaboration, availability of multiple sources of funding, ability of project to be completed within the one-year timeline and demonstrated need for a particular program. Final funding decisions are at the sole discretion of the HRC Diversity Education Mini-Grant Committee.

F. Judging Criteria

Proposals will be reviewed and the HRC Diversity Mini-Grant Committee will choose awardees. Applications will be reviewed on the following:

- ❖ Addresses one or more of the following dimensions of diversity: age, socio-economic status, culture, disability, ethnicity, gender, national origin, race, religion, or sexual orientation.
- ❖ *Goals and Objectives* of the project reflect the mission statement of the HRC.
- ❖ Proposed budget is clear and reasonable for the project.
- ❖ Proposal is for a diversity education project or programs in or for K-12 schools.

FINAL REPORT

A final report outlining project accomplishments must be submitted within 60 days following completion of a funded program or event.

This report should include (at minimum) the following information:

- ❖ Narrative description of accomplishments, program or event.
- ❖ Number of participants in the event/program.
- ❖ Final budget.

Additionally, all unspent grant funds must be returned to the HRC at the time of submission of the final report. Organizations failing to submit this report in a timely fashion or to return unspent funds in full will not be eligible for future funding.

DEADLINES

The City of Chandler Diversity Office will accept completed applications between **July 1, 2016 and May 31, 2017**. Applications received after the deadline will not be considered. Applicants will be notified of award status within 2-3 weeks of submitting an application, and funds will be dispersed, at maximum, approximately 4 weeks after notification has been sent.

It is recommended to submit photos from previous year's event (if applicable) along with your application to: Niki Tapia, P.O. Box 4008 – MS 600, Chandler AZ, 85244-4008 or by e-mail to niki.tapia@chandleraz.gov.

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DIVERSITY EDUCATION MINI-GRANT
FY16/17 Application

APPLICANT INFORMATION

Applicant Name: _____

Applicant Title: _____

Address: _____
Street Address

City

State

ZIP Code

Phone: _____ **Email:** _____

Name of Organization: _____

Project, Event or Program Title: _____

Project, Event or Program Date(s): _____

PROJECT PROPOSAL

Please provide the following information regarding your proposed project, program or event (all fields mandatory):

1. Please describe the event/project/program for which you are applying for funding:

2. What aspect(s) of diversity will this proposal address? (check all that apply):

Culture

Race

Gender

Religion

Sexual Orientation

National origin

Socio-Economic Status

Age

Disability

Ethnicity

2a. How will the proposal further efforts to promote education regarding this/these particular aspects?

3. What is the timeline for carrying out this proposal?

4. What goals and objectives does this event/program/proposal see to accomplish?

5. What will participating youth learn from this experience and how will this learning be accomplished?

5a. What is the estimated total number of youth who will benefit from this event/project/program?

5b. Are there any additional schools that will participate in this event/project/program? If yes, please list all the schools.

6. The mission of the HRC is "To promote mutual respect and inclusion in Chandler. We work toward the elimination of prejudice and discrimination among all citizens within our community." Please explain how mini-grant funding for this proposal will help further that mission:

7. **Please attach a proposed budget for this event, project or program. If funding is being requested from multiple sources, please indicate specific areas where HRC mini grant funding will be spent.**