Diversity Events Fund

At Minnesota State University Moorhead we support all groups in their pursuit of higher education and will not discriminate regardless of race, sex, color, creed, religion, age, national origin, disability, marital status, or sexual orientation. In addition, we will not discriminate in employment based on membership or activity in a local commission as defined by law. Minnesota State University Moorhead is an equal opportunity educator and employer. The purpose of the Diversity Events Fund program is to support MSUM students, staff, faculty, and/or departments interested in exploring diversity on-campus by conducting events that will help achieve the goals in Minnesota State University Moorhead’s Strategic Plan for Diversity.

Objectives of the Diversity Fund Program

- Increase participation and retention of under-represented student populations
- Increase the number of students, faculty, staff, and community members attending events
- Promote Minnesota State University Moorhead’s image as a diverse place to live, work, and learn
- Increase and promote awareness of diverse populations

Who Should Apply?
The Diversity Events Fund program is open to any MSUM student, organization, faculty/staff member, and/or departments interested in promoting diversity.

Criteria for Diversity Funding

- The event must encourage sharing and educating the majority community about diverse issues of underrepresented groups.
- The grant requester must be involved in the planning, funding, implementation, and evaluation of the proposed event.
- The application must list all co-sponsors and all other funding sources (on- or off-campus) being utilized to help cover event costs. **Collaboration is strongly encouraged.**
- Programs should promote pride, understanding, and appreciation of a diverse group and should be planned to attract attendance by all groups.
- Marketing and public relations costs must be included in the application. All co-sponsors should be listed on any marketing publications, including the Minnesota State University Moorhead Office of Diversity and Inclusion.
- Event sponsors must submit an event evaluation within six weeks after the event occurred. Evaluation forms will be made available upon award of the grant.
Diversity Events Funding Application

Event Details

Project Event Description:

Sponsoring Group: _____________________________________________________________________

Event Date(s): _________________________________________________________________________

Requestor Information

Name: ________________________________________________________________________________

Email: __________________________________@mnstate.edu    Phone: __________________________

Department/Organization: ___________________________________________________________________

Student Organization Advisor (if applicable): ____________________________________________________

Collaboration and Activities – use a separate sheet of paper if necessary. List all organizations, departments, and off-campus groups who are co-sponsoring the event.

List specific activities/programs that will occur during the event.

Explain how you intend to promote your event to the campus and community.

How does this event meet the objectives of the Diversity Fund Program?
**Projected Budget**
List all expenses and revenue for all activities and scope of work planned for your event, including any in-kind contributions.

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Amount</th>
<th>Revenue</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speaker Fees:</td>
<td>$</td>
<td>Ticket Sales:</td>
<td>$</td>
</tr>
<tr>
<td>Marketing/Public Relations:</td>
<td>$</td>
<td>MSUM Contributions:</td>
<td>$</td>
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<tr>
<td>Travel:</td>
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<td>Lodging:</td>
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<td>$</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$</td>
<td>Total Revenue</td>
<td>$</td>
</tr>
</tbody>
</table>

_______________________________________________________  ____________________________
Signature          Date

**Return Application to:**
Office of Diversity and Inclusion  
Attn: Diversity Events Fund  
c/o Jennifer Aranda  
Comstock Memorial Union, Room 114

ATTACH ADDITIONAL INFORMATION IF NECESSARY (i.e., flyers, contracts, etc.)