

UAA Diversity Action Council Funding Request Guidelines

The following guidelines are used by the DAC for evaluating funding requests for proposed projects or events initiated by UAA campus departments or student organizations. Requests for funding following these guidelines should be submitted on Diversity Action Council [Funding Request Form](#). Applicants should be prepared to provide/state information on the following:

1. The proposed event/project must be on a diversity-related topic.
 - a. How the event/project is related to UAA DAC goals/UAA diversity goals?
 - b. What are the anticipated diversity-related outcomes?
 - c. Do you plan on sustaining these efforts? If so, describe your plans.
 - d. Describe the impact the event/project will have on the broader campus(es), if appropriate.
 - e. A proposed event/project generally has additional sponsors, *in-kind* and additional funding sources. Include a line-item budget of costs and expected revenues (if any). State the names of other cosponsors and the dollar amounts *or in-kind donations* that they have committed.
2. A proposed event/project generally must have additional sponsors, *in-kind* and additional funding sources. Include a line-item budget of costs and expected revenues (if any). State the names of other cosponsors and the dollar amounts *or in-kind donations* that they have committed.
3. In addition to any community sponsors, the proposed event/project must have a UAA campus department/registered student organization sponsor and a member of that department/organization must be present at the proposed event or participate in the proposed project.
4. A proposed event/project generally occurs on one of UAA's campuses. A proposed event generally must be open to UAA campus community members.
 - a. Admission must be free or significant discounts must be given to UAA community members as a result of the DAC co-sponsorship.
 - b. Any DAC funding proposal for an event must address and when applicable provide estimated costs for the Americans with Disability Act accessibility accommodations in its budget. Proposal will include process and timeline to access any American with Disability Act accommodations in its advertising. A DAC-funded event must include the following statement:
 - c. Interpreting services and other accommodation are available as needed. Please contact (Name, host department, phone number or e-mail) with at least 48 hours advance notice. UAA is an EEO/AA employer and educational institution.
5. The DAC awards block grants and does not fund specified costs (like space rental costs, airfare, etc.) as they may fluctuate. Approved DAC funds will be transferred to a UAA account. State a fixed-dollar amount that is requested and the UAA account number for the transfer of funds should the request be approved.
6. The DAC does not retroactively fund events or projects. State the date(s) that the proposed event/project will occur.
7. The DAC name must be included as a cosponsor on any advertisement or announcements for the proposed event/project, whenever possible. Any reference to the DAC must include its entire name "UAA Diversity Action Council".
8. Any unused DAC funds must be returned to the DAC within thirty (30) days of the event.
9. A one-page summary reporting the outcomes of the event/project must be submitted to the DAC within 30 days after the event/project has occurred.