Office of the Dean of Student Affairs
Diversity Collaboration Mini-Grant

The Office of the Dean of Student Affairs makes small grants available ranging from $200-$400 to university recognized student organizations. Funded proposals will foster diversity education, celebration and awareness on campus through the collaboration of two or more student organizations. In making awards the Office of the Dean gives special consideration to programs that involve collaboration between student groups to offer events and programs surrounding diversity issues.

Application guidelines are as follows:

___I. COVER SHEET
In a cover letter, include your organization's name, funds requested, project title, proposed dates, coordinators with contact information, and a 50-word abstract of the proposed project.

___II. ORGANIZATION PROFILE
Provide a maximum 1-page description of your organization's purpose and current activities as well as a list of officers and contact information.

___III. NARRATIVE PROPOSAL
Provide a 1-2 page description of the proposed project or event goals and objectives along with a timeline. Explain what students are expected to gain or learn and how this will be accomplished.

___IV. BUDGET
Show how funds will be used through a detailed breakdown of expenses. Funding for the following items will not be considered: student salaries, alcohol, indirect expenses/overhead. Include any other sources of income for this project to reflect cost sharing.

___V. FINAL REPORT
Once the event is completed, submit a final report indicating:
1) exactly how funds were used
2) participation/attendance
3) brief summary of event

Mail or drop off proposals to:  M. Shernell Smith
Office of the Dean of Student Affairs
Carnegie Mellon University
301 Warner Hall
5000 Forbes Avenue
Pittsburgh, PA 15213
(412) 268-2075
mssmith@andrew.cmu.edu
You will be contacted within two weeks of receipt of your grant application regarding funding availability and awarding. Please contact M. Shernell Smith with any questions regarding the Diversity Collaboration Mini-Grant.