



Office of Institutional Diversity

Looking Out For The Underserved/ Underrepresented Society

LOFTUS Diversity Endowment Mini-Grant GUIDELINES

LOFTUS Diversity Endowment

The Office of Institutional Diversity is responsible for the administration of funds to support diversity initiatives. These funds are available to support faculty, staff, students and University units or student clubs/organizations in their implementation of initiatives that address the diversity goals and interests of the LOFTUS Diversity Endowment Mini-Grant Initiative.

This endowment shall be used to support programs and/or projects at the University of St. Thomas that will improve access to health care for underserved/underrepresented populations. Within the limitations of the preceding sentence, permitted expenditures from the fund can focus on a variety of different aspects of and access to health care.

Five proposal funding categories have been identified:

1. Minorities: Wellness and Mental Health Issues
2. Improving Diversity and Cultural Competence in Health Care
3. Language Access and Health Care
4. Poverty and Eliminating Disparities Culturally Diverse Communities
5. Immigration, Public Policy and Health Care

The Process

The Diversity Mini-Grant proposal format and forms were developed by the Office of Institutional Diversity and Information Resources/Technology. Diversity Mini-Grant awards range from \$500 to \$2,500. The process is designed to assure equitable distribution of funds, transparency and accountability for fund use and distribution. This is done by ensuring that proposals are rated equitably and that the proposal format matches the rating process in the following ways:

- Provides consistency between requests through the limiting of pages, structure for narrative, and requesting needed information for creating accountability reports
- Assists with outlines for quick reference and consistent proposals to allow for quicker group reviews
- Guides group's discussions and prepares applicants for high quality programming and reports
- Fosters an understanding of grant writing among staff and faculty meeting the institutional goal of increasing funds/resources.

The Diversity Mini-Grant process:

- Encourages applications for projects and/or programs that use multidisciplinary approaches and interdisciplinary research methods;
- Will not pay stipends for the primary project leads or research assistants;
- Encourages applicants to seek additional funding sources. Please list committed funding sources in proposal. Note: seeking or obtaining other sources of funding for the project does not prevent you from applying for a grant, in fact, it will be looked upon favorably; it is important that you state the unique contribution a LOFTUS Mini-Grant will make to your project.

LOFTUS Diversity Endowment Mini-Grant Funding Goals

As you consider your request, evaluate whether your proposal will achieve the following goals:

1. Collaborative, interdisciplinary and/or interdepartmental endeavors that engage two or more departments, programs, groups, etc.
2. Initiatives that seek to encourage a long-term commitment to dramatic, integrative, positive and lasting change (as opposed to a "quick-fix");
3. The extension or enhancement of our understanding of UST-based underrepresented campus constituencies (includes research on gender, age or veteran status, ethnicity, race, diverse language groups, sexual orientations, mental or physical abilities, and first generation college students); and/or
4. Innovative, unique and heretofore untried approaches to realizing our potential as a diverse institution.

Proposals submitted addressing other priorities will not be considered for this mini-grant initiative.

How to Apply for Diversity Initiatives Funds

Step 1: Make Sure You/Your Group is Eligible

Diversity Mini-Grant Funding Qualifications - funding is restricted in the following ways:

- Applicants must be UST faculty, staff, and/or students (groups)
- Programs or activities must be designed to address at least one of the funding areas listed above. Supporting evidence must be provided in the request. The funding areas are:

Step 2: Complete Proposal Format

- Before filling out a Diversity Grant form please go to the submission timeline to be sure you submit your proposal at the appropriate time.
- Fill out the form electronically on your computer, **but be aware once you start you cannot save the text fields so you have to complete it at one sitting.**
- Click the submit button when finished.

What Happens Next?

1. When the electronic copy is received you will get a confirmation of receipt reply via email from diversity@stthomas.edu.
2. The office will review the proposal based on the Rating Form and a decision will be made. The Grant Review Committee reserves the right to request that a grant application be edited, based on committee feedback, and then re-submitted for further evaluation.
3. A decision letter will be emailed to the primary contact listed in the online application form.

If Awarded

1. An award letter will be emailed to the contacts listed on the proposal with the Interim and Final report guidelines attached.
2. A transfer of funds will be made only to the appropriate department and index code listed in the proposal **at least 30 days after the award letter is emailed.** Funds will be available for use up to one year from the account is created.
3. Submit your interim and final reports in the appropriate format by the dates listed in the award letter.