



CALL FOR PROPOSALS  
MULTICULTURAL  
LEARNING  
GRANTS  
2009-2010

*FOR STUDENTS AND STUDENT ORGANIZATIONS!*

Office of the Provost  
Office for Multicultural Learning

Grant Application Deadlines:

October 1, 2009  
November 2, 2009  
December 1, 2009  
January 11, 2010  
February 1, 2010  
March 1, 2010  
April 1, 2010  
May 3, 2010

For updated information, visit  
[WWW.SCU.EDU/OML](http://WWW.SCU.EDU/OML)

# PART I

## PROJECT PROPOSAL

This grant program focuses on collaborative efforts to enhance multicultural learning and education at Santa Clara University. The goal of the program is to support students and student organizations in creating programs, events or projects designed in collaboration with more than one other cultural group or organization, designed to outreach to diverse audience, and/or designed with a multicultural education focus. The proposal must fall into one of the following areas:

- EVENT - EXAMPLES INCLUDE SPEAKERS, PANEL DISCUSSIONS, CULTURAL SHOWCASES.
- PROGRAM - EXAMPLES INCLUDE WORKSHOPS, DIALOGUE DISCUSSIONS, PRESENTATIONS.
- PROJECT - EXAMPLES INCLUDE COMMUNITY OUTREACH PROGRAMS, CLASS PROJECTS, CONFERENCES.

All grant proposals must include the cover sheet, the project description and the three (3) component sections described below. Students can apply for grants ranging from \$100 to \$500 to fund multicultural educational opportunities at Santa Clara University.

### COVER SHEET

Provide a cover sheet that includes the following logistical information:

- PROJECT/PROGRAM TITLE
- PROJECT COORDINATOR(S)
- CO-SPONSORS: Sponsoring Departments / Organizations
- CONTACT INFORMATION: Mailing Address, Phone, Email Address (for each coordinator)
- EVENT DATE(S): Project Starting & Ending Date
- TOTAL AMOUNT REQUESTED : (Taken from *Itemized Budget section*)
- FACULTY/STAFF ADVISOR
- **NAME AND SIGNATURE OF CSL ADVISOR or FACULTY ADVISOR**  
***All grants sponsored by a Chartered Student Organization or Registered Student Organization must be signed off by the appropriate advisor from the Center for Student Leadership and complete ALL REQUIRED SCU documents available at CSL prior to submitting proposal to the Office for Multicultural Learning.***

### PROJECT DESCRIPTION

Provide a concise summary and overview of the project's major objectives (purpose and goals) and its significance to multicultural learning. Give a brief description of your project, i.e., who are the participants, what kind of activities, how often, the locations, dates, etc.

### 1. MULTICULTURAL LEARNING

The multicultural learning component must meet **at least one** of the following criteria. Please describe how multicultural learning is reflected in one or more of the following ways.

- (1) Program or event involves cross-cultural collaboration with different organization (s) on campus.
  - *Who are your collaborative partners (departments/offices/centers/organizations/clubs) in realizing this grant*
  - *What is the role that each partner will play in this project?*
- (2) Program or event content is multicultural in nature.
  - *Describe how your program is multicultural learning in nature. Multicultural learning is defined as the following: "Promoting understanding the relationships among different racial & ethnic groups in U.S. and the intersection of race & ethnicity in U.S. with other forms of diversity."*
- (3) Program or event content primarily concerns educating a diverse audience about a particular culture.
  - *Who is your target audience for your program or event? How are you reaching out to them?*
  - *How are you marketing the program to bring a diverse audience? What are your marketing plans and strategies?*
  - *How does the content appeal to a diverse audience?*
  - *If applicable, what type of outreach efforts are you making to the campus community as well as the external community organizations, schools, churches?*

## **2. EVALUATION PLAN**

You are required to provide the following information:

- Specify the kinds of learning outcomes (changes, impact) you hope to achieve through your project and how you plan to determine if your outcomes have been achieved.
- All grant recipients are REQUIRED to use the EVALUATION FORMS available from the Office for Multicultural Learning. Forms can be picked up in the Office for Multicultural Learning located at Saint Josephs, 105.

## **3. ITEMIZED BUDGET**

Submit an itemized and detailed account of your proposed budget expenses.

- Show other sources of income, club or department contribution?
- Indicate revenues (if any) and expenses.

# PART II

## SPECIAL INSTRUCTIONS

**GRANT LIMITS** - Students can apply for grants ranging from \$100 to \$500 to fund multicultural educational opportunities at Santa Clara University.

**PRESENTATION** - All applicants must first meet with the Program Director from the Office for Multicultural Learning to discuss their proposal.

**SUBMITTING YOUR GRANT PROPOSAL** - All grant proposals must be submitted to Mary Ho at the Office for Multicultural Learning, Saint Josephs in the following manner on or before the specified deadlines.

- ORIGINAL: 1 hard copy with CSL Advisor or Faculty Advisor Signature on Cover Page.
- ELECTRONIC: 1 electronic copy sent as a Word document to Mary Ho at mdho@scu.edu

**AWARD NOTIFICATION** - Upon approval, the Project Coordinator(s) will receive an email from Mary Ho with detailed budgeting instructions. **Please be sure that your contact information is accurate.**

**PUBLICITY REQUIREMENTS** - On any promotional publications (posters, advertisements, flyers) related to your project, you are required to include the following sponsorship or co-sponsorship phrase:

***“Grant-funded from the Office for Multicultural Learning”***

The funded program will be posted on Office for Multicultural Learning event listings as a co-sponsor.

# PART III

## FINAL REPORT

Grant recipients are REQUIRED to submit a FINAL REPORT to the Office for Multicultural Learning no later than **ONE MONTH** after the completion of the event. Failure to submit final reports in a timely manner will jeopardize future grant opportunities for both the project director/co-coordinator and student organization. The deadlines for the reports can be found in the Award email notification. The Final Report should address and include, at minimum, the following:

- 1) **PROJECT EVALUATION:** Describe the accomplishments of your project in terms of the goals and objectives you set forth in your grant proposal. You are encouraged to share the narrative and/or numerical data you collected from your participants as outlined in your grant proposal. More specifically,
  - Describe the participants in your programs (who, how many, how often, location, etc.) and the kinds of multicultural educational activities you offered;
  - Document any changes (the impacts) that occurred as the result of your multicultural project;
  - Describe any learning opportunities or challenges you encountered in completing your project;
  - Finally, describe how your project contributed to building a multiculturally sensitive campus climate.
- 2) **FORMS:** Submit all original Office for Multicultural Learning evaluation forms that you collected.
- 3) **FINANCIAL ACCOUNTING:** Provide a printout of your grant account with explanation of any financial discrepancies.

We strongly recommend that you maintain the necessary documentation throughout the stages of your project to help you accurately write your project's final reports.

July 28, 2009