



2017 Equity Enhancement Fund – Guidelines

The **Equity Enhancement Fund** supports community-based initiatives that enhance equity, diversity, inclusion and intercultural understanding at UBC. Proposals should demonstrate benefits to the representation or experiences of historically disadvantaged groups within the UBC community.

All student groups, academic or administrative units are invited to apply. Applications must be endorsed by a Head of Unit or the senior official of an organization, to ensure funds are managed responsibly.

Applications are accepted for small and large projects (max \$25,000), although larger requests may only receive partial funding. Preference is given to proposals that demonstrate partnerships with some matching financial contributions and are for projects that have the potential to be self-sustaining. Separate funding is available for the Okanagan and Vancouver campus.

Application deadline is February 28, 2017. Read below for guidelines and application form.

If you have any questions about the Equity Enhancement Fund, email Paras Deacon at paras.deacon@ubc.ca.

Goals

Following the action plan from [Renewing our Commitment to Equity and Diversity: UBC's Response to the Task Force Recommendations](#), preference will be given to initiatives which:

- Build student, faculty and staff competencies and understanding related to issues of equity, diversity and inclusion through community-engaged activities.
- Promote a respectful environment at UBC through education, dialogue and community engagement.

Read about previous Equity Enhancement Fund [recipients](#)

Who can apply for funding?

Applications demonstrating partnerships will be given preference. **The following are invited to submit proposals to the Equity Enhancement Fund:**

- Any UBC academic or administrative unit
- Equity committees, faculty equity leads, and working groups
- Unions or Associations
- Alma Mater Society, UBC Students' Union Okanagan, Graduate Student Society
- Student clubs or groups (endorsement from senior official, ie. President)

NOTE: The Equity Enhancement Fund is for stand-alone projects. Proposals will not be accepted to fund academic research that would be carried out in the normal course of work



or study or that may be eligible for research funding. Additionally, work that is deemed to be the responsibility of a department in its normal course of business will not be eligible.

Application Form

Application Deadline is February 28, 2017. Download [application form](#) (word)

Complete the application form (in word or pdf) and email by **February 28, 2017** to Paras Deacon (paras.deacon@ubc.ca) at the Equity & Inclusion Office.

Fund Objectives

- Proposals should have observable and/or measurable benefits to the representation or experiences of historically disadvantaged groups within the UBC community.
- Priority will be given to proposals that benefit the UBC community and have a continuing effect on enhancing employment or educational equity.
- Proposals must provide clear rationale and objectives consistent with the commitments outlined in [Place and Promise](#).
- All Equity Enhancement Fund initiatives must be in accordance with [UBC's Respectful Environment Statement](#).

Endorsement

- **NOTE: The person making the endorsement assumes fiduciary responsibility in monitoring the project progression and ensuring a final report is submitted.**
- **NOTE for student clubs:** Proposals must be endorsed by a senior official (ie. President) of the Alma Mater Society, Graduate Student Society or UBC Students' Union Okanagan. The endorser will arrange transfer of funds to the student club.
- Endorsements can also be from a Head of Unit; head of an academic department; director of a centre, institute or school; principal of a college; Dean; Associate Vice President; University Librarian; Registrar; Vice President; or President.
- Submissions from Unions or Associations must be endorsed and signed by the senior official of the organization.

Reporting

- Recipients are required to submit a final report, including financial accounting, upon completion of the project or no later than **March 31, 2018**. The Equity & Inclusion Office will provide a template for this purpose.



- **Funds must be spent by March 31, 2018.** The endorser must report and return any unused funds to the Equity & Inclusion Office.
- Fund recipients are responsible for all details related to the planning and implementation of projects, including covering any cost overruns.

Funding Details

- Proposals are welcome for projects small or large (max request \$25,000). Note: larger requests may only receive partial funding.
- Funding is dispersed in two parts: 50% at beginning and 50% on completion of final report.
- There are separate funds for the Vancouver and Okanagan campuses.
- Partnerships between faculties/units/departments/groups are given preference.
- Applications should demonstrate financial contributions (not just in-kind) from partnering faculties, units and clubs.
- Funding will not be granted for projects that are a normal part of the unit's responsibilities and operating expenses ie. purchasing equipment, and facilities renovation.
- Funding will not be granted, except in exceptional circumstances, to reinstitute a previously funded project in a unit.

Evaluation Criteria

- **Strategic Value**
How well does this initiative align with the University's [commitments](#) as outlined in [Place and Promise](#).
- **Enhancement of Equity, Diversity and Inclusion**
Will this initiative significantly contribute to the enhancement of equity, inclusion, diversity and intercultural understanding at UBC?
- **Outreach**
Does this enhance UBC's reputation on and off campus? Does it create an opportunity to partner with other UBC units/organizations or with groups outside the university?
- **Community Engaged Activities**
Will this project engage and inspire participation of historically disadvantaged groups within the UBC community?
- **Sustainability**
How can this project continue beyond the funding period?
- **Partnerships**
Demonstrate how the project encouraged partnerships between units, clubs or organizations.