

# Grant Guidelines

## *The Office for Institutional Diversity Mission Grant*

The following guidelines were created to facilitate meaningful collaboration between your project and the Office for Institutional Diversity. Please read and agree to the guidelines in order to proceed with a proposal submission.

### *Divisional Discretion*

The Office for Institutional Diversity's Mission Grant is funded entirely by the division's operating budget. The division holds full discretion and authority regarding all aspects of the grant process, as outlined on the OID Mission Grant website. This includes but is not limited to the fund's eligibility criteria, evaluation procedures, funding allocation, funding utilization, progress monitoring, impact assessment, and reporting of funds. OID retains complete authority to decide on funding allocations and amounts, ensuring responsible stewardship of financial resources. The OID Mission Fund must be used solely for the purposes outlined in the proposal. Any deviation from the proposed budget must be approved by OID in advance.

### *Reporting*

In alignment with grant writing best practices, The Office for Institutional Diversity will report on all funded projects on the OID website, and on our annual report. This report will include the project's awarded amount, project description, project objectives, and project outcomes. To facilitate our division's commitment to transparency and accountability, all recipients of the OID Mission Grant are required to provide a final report on the project's outcomes and impact. This report will include a post-event summary addressing the project's progress towards the outcomes and objectives as outlined in the proposal.

### *Publicity*

OID may publicize information about the funded project to highlight impact and promote awareness. Recipients are expected to acknowledge OID appropriate in project-related communications.

### *Future Considerations*

Awarded projects are encouraged to consider alternative funding sources to support ongoing and future iterations of the project.

# RUBRIC

# Office for Institutional Diversity Mission Grant

## OID MISSION ALIGNMENT

<b>Category A</b> <i>Meets Criteria</i>	<b>Category B</b> <i>Needs Improvement</i>	<b>Category C</b> <i>Does Not Meet Criteria</i>
The proposal <b>aligns closely with and directly supports</b> OID’s mission of pursuing educational parity by fostering the conditions for equitable success of all students	The proposal has <b>some elements that align with or indirectly supports</b> OID’s mission of pursuing educational parity by fostering the conditions for equitable success of all students	The proposal <b>does not align with nor supports (directly or indirectly)</b> OID’s mission of pursuing educational parity by fostering the conditions for equitable success of all students

## OID MISSION GRANT CRITERIA (1 point each)

<b><i>Outcomes &amp; Objectives</i></b>	<b><i>Impact Assessment</i></b>	<b><i>Reach</i></b>	<b><i>Budget Consideration</i></b>
The outcomes and objectives of the proposal are specific to its alignment with the OID mission.	The proposal provides details on how the objectives can be measured and outlines a plan for impact assessment.	The intended audience is named, and the proposal outlines specific strategies to engage with the intended audience.	The proposal provides a reasonable outline of the project budget.
<b><i>Cross-Department Collaboration</i></b>	<b><i>Fostering Meaningful Partnerships</i></b>	<b><i>Long-term Engagement</i></b>	<b><i>Consideration of Diverse Perspectives</i></b>
The proposal outlines plans or efforts for cross departmental collaboration.	The proposal identifies key partners and outlines strategies to foster these meaningful partnerships.	Proposal outlines specific strategies that demonstrate consideration of project sustainability.	The project demonstrates consideration of diverse perspectives.

**CLASSIFICATION:**    *A*    *B*    *C*

**SCORE:**    \_\_\_\_/8

*Comments from the Office for Institutional Diversity:*

## SCORING GUIDE

Proposals for the OID Mission Grant are reviewed by the Office for Institutional Diversity team.

A proposal must score a category A classification, in addition to a score of **6 points or higher for approval**.

A proposal with a **category A** classification must score **4 points or higher for further consideration\***

A proposal with a **category B** classification must score **6 points or higher for further consideration\***

A proposal with a **category C** classification must score **8 points for consideration\***

	0	1	2	3	4	5	6	7	8
Category A	Red	Red	Red	Red	Yellow	Yellow	Green	Green	Green
Category B	Red	Red	Red	Red	Red	Red	Yellow	Yellow	Yellow
Category C	Red	Red	Red	Red	Red	Red	Red	Red	Yellow

**Red:** Proposal not eligible

**Yellow:** Proposal eligible for further consideration\*

**Green:** Proposal eligible for approval\*\*

\*Proposals that are eligible for further consideration may be required to meet with OID for discussion before formal approval.

\*\*The amount awarded to an approved proposal is decided at the discretion of the Office for Institutional Diversity. The proposal's funding request, the rubric score, and the Division's operating budget are taken into account when deciding award amount for an approved proposal.