Presidential Mini-Grants for Department Initiative | FY 24 - 25

Thank you for taking part in this year's Presidential Mini-Grants for Department Diversity application process.

Please complete the application questions below (ALL questions must be answered). If you have any questions, please

reach out to Chi-Yong Won at ocdo@stonybrook.edu or (631) 632-6270.

When submitting in your application - please keep in mind the following:

Funds cannot be used to supplement or replace employee / student salaries to subsidize fellowship costs.

While a group can apply for the grant, there can only be ONE individual faculty or staff member identified as the

Project Coordinator.

Students can apply - but cannot be appointed as the Project Coordinator and must apply with a **faculty** or a **staff**

member.

Total budget requests cannot exceed $4,000.

Section I: Mini Grant Cover Page

Project Coordinator's Name

Department

Contact Information

Campus Address (include Zip):

Office Phone:

Email Address

Project Title

Total Budget Request (please submit only a number, no symbols)

Section II: Application

1. What is the issue/challenge you are looking to address?

(*max 750 characters*)

2. What is your program goal and implementation plan (SMART - Specific, Measureable, Achievable/Ambitious, Realistic and Time-bound)?

(*max 2,000 characters*)

3. How will you evaluate the success of your program / initiative (indicators, data collection methods)?

(*max 1,400 characters*)

4. How will you collaborate/involve other members of the department (or other departments) and students?

(*max 750 characters*)

5. What is your philosophy on the importance of work and diversity? Please include examples of how you have exemplified your philosophy.

(*max 750 charachters*)

6. How does your project connect to the [University's Plan for Equity, Inclusion and Diversity](#)?

(*max 750 characters*)

7. Proposed budget plan covering your project costs.

Please include breakdown of expenses in dollar amount.

i.e   Total budget request: $500
Breakdown as follows:

$250 - coffee and tea for the event

$100 - SBU promotional items to give to presenter

$150 - Honorarium fee for the speaker

8. If the committee is not able to provide the total funds requested, are you able to implement the program, either without the funds or with assistance of other funding sources? Which items/expenditures would you consider as priorities?

(*max 750 characters*)