

**TEXAS TECH UNIVERSITY
CROSS CULTURAL ACADEMIC ADVANCEMENT CENTER and the
OFFICE OF INSTITUTIONAL DIVERSITY
COLLEGE DIVERSITY DEVELOPMENT GRANT**

Extended Deadline: April 23, 2008

**TERMS AND CONDITIONS
FY 2008**

1. Intent

Cross Cultural Academic Advancement Center (CCAAC):

The Cross Cultural Academic Advancement Center provides leadership, information, consultation, coordination, and assistance to the various units and constituencies within the University in an effort to embrace diversity and equity as pillars of excellence, synergize actions at all levels of the institution, and cultivate inclusiveness and mutual respect throughout the community.

The Cross Cultural Academic Advancement Center supports programs that contribute to the development of an academic environment that cultivate academic achievement and enhance learning. Through various initiatives and programs, the CCAAC connects the diversity initiative of campus units to the academic mission of Texas Tech for a greater impact on the quality of teaching and learning.

2. Program Description

2.1. Goal

The CCAAC is dedicated to create and support an environment that allows members of the university community to be academically and professionally successful. The CCAAC seeks to develop and strengthen partnerships with colleges to leverage funding for cultural and educational programs that establish links between students, faculty and staff thus affirming identity, building community and cultivating academic achievement.

The College Diversity Development Grant requests proposals for discipline specific diversity programs within the individual colleges at Texas Tech that strengthen the academic mission of the college and have a strong impact on the quality of teaching and learning about diversity.

All proposals are to have the College as the primary sponsor. Proposals, however, may be targeted at specific departments within a College, so long as the initiative is one that has College-wide implications. Proposals may also specify partnerships with other University units or groups from the community willing to invest in the diversity innovation or initiative.

2.2. Objective

To implement, strengthen or expand programs in the area of diversity. Through the Diversity Development Grant, the CCAAC hopes to help colleges link their diversity initiatives to the academic mission of the college and the institutional mission of Texas Tech of promoting an inclusive and excellent learning environment for all Texas Tech students, faculty, and staff.

2.3. Project Description

- Proposals should link the proposed diversity initiative to the academic mission of the college and should be designed to have an impact on the quality of teaching and learning about diversity for faculty, staff, and/or students within the college.
- Any funded proposal must enrich the diversity experiences of faculty, staff, and/or students or improve recruitment, retention and graduation of students from historically underrepresented groups in the college.
- Projects should maximize the collaborative opportunities and seek to leverage resources with the CCAAC to maximize collective effectiveness.
- One-time grant proposals may request up to \$5,000.00 in funding. It is expected that the proposal will include a plan to institutionalize this funding should an original program prove successful.
- Projects funded under this program will initiate, implement, strengthen or expand diversity initiatives within the college.
- Colleges should submit 5 copies of the proposal no later than 5:00 p.m. *April 16, 2008* to the Cross Cultural Academic Advancement Center, 170 Administration, Box 45065. The final results will be announced to all participants by May 7, 2008.

3. Eligible Applicants

All Texas Tech University colleges.

5. Type of Competition: Competitive.

6. Application Due Date and Submission

The original and five copies of the completed application must be submitted to the Cross Cultural Academic Advancement Center, 170 Administration, no later than 5:00 p.m. on April 23, 2008.

If you are mailing applications, use the following address:

Cross Cultural Academic Advancement Center
170 Administration
Box 45065
MS 5065
Lubbock, TX 79409

7. Funding and Length of Contract

A total of \$10,000 is available in FY 2008 -2009, which begins September 1, 2008. Two colleges will be selected to receive a \$5,000 award for either fall or spring. As colleges develop budgets for their proposals, they should clearly indicate when they expect to spend the funding they receive.

The contract for this grant program will be for the period September 1, 2008 to July 31, 2009.

8. Eligible and Ineligible Costs:

Eligible costs include:

- Postage
- Printing
- Supplies
- Expenses related to conducting workshops.
- Travel
- Speaker Fees
- Facility Rental
- Equipment Rental

Ineligible Costs:

- Staffing/Temporary labor

- Capital costs
- Debts or financial losses that result from a project
- Normal operating expenses of the college or grant recipient not directly related to the implementation of this grant project
- Continuing education
- Furniture

This list is not all inclusive of what will or will not be funded. All expected costs should be included in budget proposal.

9. Monitoring and Reporting

The recipient college must submit to the Cross Cultural Academic Advancement Center a summary which includes a status report on project activities, the implementation of the project, and a list of expenditures made one month prior to the launch of the program.

The recipient college must submit a final summary to the CCAAC within sixty (60) days after the end of the program.

The successful applicant should indicate outcomes achieved as part of their pilot project, i.,e.,

- Describe the people who participated in these programs (nationality, gender, age, first generation, economic status, occupation, etc.)
- How did these people benefit from the service made possible by the grant? (e.g. improvement in skills, achievement of goals, etc.)
- What has been the impact of funds used to support the colleges diversity initiatives
- Provide anecdotes that show how the targeted participants' lives have changed or improved as a result of the program (e.g. change in knowledge, skills, attitude and life condition such as getting a job, etc.)

10. Program Manager

The manager for the Diversity Development Grant program this year will be Rosa Gallegos with the Cross Cultural Academic Advancement Center.

The Program Manager will perform a programmatic and technical review of the applications.

11. Application Review Process

Instructions for Submitting the College Diversity Development Grant:

Submit the parts of proposal in the following order:

- Signed Application title page
- Narrative Statement
- Completed Program Budget

Late or incomplete proposals will be disqualified.

Failure to submit the required forms or to follow these instructions will disqualify the application. Please make sure that:

- all questions in the application narrative statement are answered;
- all required forms are submitted;
- the required copies are made and that the copies have the exact information contained in the original application.

*The original and four copies of the completed application must be submitted to the Cross Cultural Academic Advancement Center and must be received no later than **5:00 p.m. on April 23, 2008.***

Grant applications will be evaluated by a trained team of three readers. The team will be composed of one reader from the Cross Cultural Academic Advancement Center and two TTU faculty members.

12. CCAAC Acknowledgement and Publicity Requirements

As a requirement of receiving a CCAAC grant, the grantee must acknowledge the CCAAC on all promotional materials using the proper accreditation statement and logo during the contract.

If awarded a grant from the CCAAC, the grantee must acknowledge the CCAAC for all media activities.

**APPLICATION FOR
COLLEGE DIVERSITY DEVELOPMENT GRANT
(Narrative Statements)
FY 2008**

Abstract (no points) Briefly describe the project, its purpose and outcomes. Limit your abstract to 250 words or less.

1. Statement of Need (10 points)

Describe the diversity needs of your colleges faculty, staff, and/or students. Describe the target audience using appropriate data and demographic information. Describe what problems this project will address, and how this project specifically addresses the diverse needs in your own community.

2. Project Description: 50 points total (choose one, either New Project or Existing Program)

Part 1: Proposed New Project (maximum of 50 points)

Describe how this project will strengthen current diversity programs of your college. Describe the results and benefits to be derived from implementing this project. Indicate how this project will develop or expand a partnership with the CCAAC in order to promote the Texas Tech mission of developing and sustaining an inclusive and excellent learning environment for a all students and faculty. If appropriate, describe the involvement of other colleges, communities, and/or student organizations that are cooperating with the college in providing these programs. Describe how this program will serve as a model or pilot program if applicable. Describe what you intend to accomplish and how you will maintain this program after this grant year.

OR:

Part 2: Existing Program Effectiveness (maximum of 50 points)

Present evaluation data that supports the effectiveness of the existing diversity programs that the college offers. Please list partners with letters of support. Describe how this program will be self-sustaining at the end of the grant period. This presentation must include at a minimum the following points:

- how many years the program has been in operation (all programs);
- anecdotes that show how participants' lives were positively changed as a result of the program (e.g. change in knowledge, skills, attitude and life condition such as getting a job, etc.) (all programs)
- indicate if the program used grant funds or other partnerships who then contributed to covering the costs of the program or to jointly running a part of the program.
- Indicate plans for sustainability of the program at the end of the grant period.
- Indicate how this project has developed or hopes to expand a partnership with the CCAAC in order to promote the Texas Tech mission of developing and sustaining an inclusive and excellent learning environment for a all students and faculty.

3. Goals and Objectives (5 points)

Identify the major goal(s) of this project. What outcomes are anticipated as a result of the successful completion of this project? List the specific, measurable objectives of this project.

4. Activity Plan (15 points)

List the activities that need to be accomplished for a successful project. Include a time line that indicates what will be done, when, and by whom. Provide the names and describe the background and experience of the key staff that will be involved in the project.

5. Evaluation Plan (15 points)

Describe the types of information and data that will be collected in response to the criteria required for the evaluation report.

6. Budget (5 points)

Provide a budget that is adequate to support the project's activities.

INSTRUCTIONS FOR SUBMITTING APPLICATION

DIVERSITY DEVELOPMENT GRANT PROGRAM

Submit the following forms:

- Signed Application Title Page
- Narrative Statement
- Detailed Program Budget

The original and four copies of the completed forms must be submitted to the Cross Cultural Academic Advancement Center and must be received no later than 5:00 p.m. on April 23, 2008.

**DIVERSITY DEVELOPMENT AWARD
APPLICATION TITLE PAGE**

RFP TITLE: DIVERSITY LEADERSHIP GRANT

APPLICANT:

NAME

ADDRESS

CITY STATE ZIP

PRIMARY FACULTY MEMBER: _____

TELEPHONE NO.: (_____) _____ **FAX:** (_____) _____

EMAIL ADDRESS: _____

DURATION OF PROGRAM: From 8 / 1 / 2007 to 07 / 31 / 2008

TOTAL AMOUNT OF FUNDS REQUESTED: \$ _____

APPLICATION CERTIFICATION: To the best of my knowledge and belief, data in the application are true and correct. The document has been duly authorized by the governing body of the applicant and the applicant will provide services as outlined in the Terms and Conditions.

TYPED NAME AND TITLE/PROJECT
DIRECTOR

SIGNATURE

TYPED NAME/ COLLEGE DEAN

SIGNATURE

Application title page and any other required application forms must be signed by the Dean of the college.

Any missing documents or copies as required in this RFP will disqualify the application.

SEND OR DELIVER APPLICATION TO:

**CROSS CULTURAL ACADEMIC ADVANCEMENT CENTER
170 ADMINISTRATION
BOX 45065
MS 5065**

BY 5:00 PM ON APRIL 23, 2008

The College Diversity Development Awards are administered by the Cross Cultural Academic Advancement Center and supported by funding from the Office of Institutional Diversity.