

**HRC**  
**Diversity Education Mini-Grant**  
**Guidelines And Application**

**BACKGROUND:**

The Chandler Human Relations Commission provides mini-grants of up to \$1,000 available to teachers, schools, non-profit organizations and community groups located within the City of Chandler or providing services to Chandler residents or students. Funded proposals will foster diversity education for youth ages 5-18 and will promote the HRC's mission: "To promote mutual respect and inclusion in Chandler. The Chandler Human Relations Commission works toward the elimination of prejudice and discrimination; and to promote amicable relations among all racial, cultural, religious, age, gender, disabled, socio-economic and national groups within the community."

**GUIDELINES**

- A. All proposals must address one or more of the following dimensions of diversity: age, socio-economic status, culture, disability, ethnicity, gender, national origin, race, religion, or sexual orientation.
- B. Applications must be typewritten. Pay particular attention to application deadlines, mini-grant applications received after the deadline will not be considered.
- C. Only one application may be submitted per project.
- D. Funds are made available on a per-year basis; continued funding of ongoing projects cannot be guaranteed.
- E. First priority for funding will be given to diversity education projects or programs in K-12 schools. Other considerations may include (but are not limited to) creativity, scope of student participation and involvement, interagency collaboration, availability of multiple sources of funding, ability of project to be completed within the one-year timeline and demonstrated need for a particular program. Final funding decisions are at the sole discretion of the HRC Diversity Education Mini-Grant Committee.

HRC DIVERSITY EDUCATION MINI-GRANT

APPLICATION

Page 1- Cover Sheet:

NAME OF ORGANIZATION:

PROJECT, EVENT OR PROGRAM TITLE:

PROJECT, EVENT OR PROGRAM DATE(S):

CONTACT:

NAME:

TITLE:

ADDRESS:

PHONE:

E-MAIL

## PROJECT PROPOSAL

Please provide the following information regarding your proposed project, program or event (all fields mandatory):

1. Please describe the event/project/program for which you are applying for funding:

2. What aspect(s) of diversity will this proposal address? (check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Culture               | <input type="checkbox"/> Race            |
| <input type="checkbox"/> Gender                | <input type="checkbox"/> Religion        |
| <input type="checkbox"/> Sexual orientation    | <input type="checkbox"/> National origin |
| <input type="checkbox"/> Socio-Economic Status | <input type="checkbox"/> Age             |
| <input type="checkbox"/> Disability            | <input type="checkbox"/> Ethnicity       |

2a. How will the proposal further efforts to promote education regarding this/these particular aspects?

3. What is the timeline for carrying out this proposal?

4. What goals and objectives does this event/program/proposal seek to accomplish?

5. What will participating youth learn from this experience and how will this learning be accomplished?

6. The mission of the HRC is "To promote mutual respect and inclusion in Chandler. The Chandler Human Relations Commission works toward the elimination of prejudice and discrimination and to promote amicable relations among all racial, cultural, religious, age, gender, disabled, socio-economic and national groups within the community." Please explain how mini-grant funding for this proposal will help further that mission:

7. Please attach a proposed budget for this event, project or program. If funding is being requested from multiple sources, please indicate specific areas where HRC mini grant funding will be spent.

## **FINAL REPORT**

A final report outlining project accomplishments must be submitted within 60 days following completion of a funded program or event.

This report should include (at minimum) the following information:

- ❖ Narrative description of accomplishments, program or event.
- ❖ Number of participants in the event/program.
- ❖ Final budget.

Additionally, all unspent grant funds must be returned to the HRC at the time of submission of the final report. Organizations failing to submit this report in a timely fashion or to return unspent funds in full will not be eligible for future funding.

## **DEADLINES**

Completed applications will be accepted by the City of Chandler Diversity Office (Attention: Leah Powell, 55 N. Arizona Place Suite 301, Chandler AZ, 85225 or by e-mail to [Leah.Powell@Chandleraz.gov](mailto:Leah.Powell@Chandleraz.gov)) between June 15, 2008 and May 15, 2009.

Applications received after the deadline will not be considered. Proposals will be reviewed and awardees will be chosen by the HRC Diversity Mini-Grant Committee. Applicants will be notified of award status within thirty days of submitting an application, and funds will be dispersed approximately thirty days after notification has been sent.