

Diversity & Inclusion Initiative Proposals

Part of HCC's commitment to advancing goals related to diversity and inclusion involves devoting resources directly to our community members to do important work. To that end, the D&I Committee has committed resources to fund related initiatives proposed by community members in FY23. Below information is regarding how to submit a proposal as well as how proposals are evaluated, selected, and administered.

Please contact the D&I Committee Chairs at di@hagerstowncc.edu with any questions.

Proposal guidelines

Proposals can be submitted by members of the HCC community. The request for funds must be college-allowed expenses, including (but not limited to): supplies for outreach materials; training for students, staff, or faculty; travel expenses for an external speaker. If you have questions about allowable expenses, please contact the D&I Committee Chairs at di@hagerstowncc.edu.

Proposals can also be submitted to request HCC Department resources, including (but not limited to): staff support for hosting a meeting, workshop, or social event; staff support for creating and disseminating advertisements or marketing materials in print or digital media; space or classroom support for meetings or other activities.

We will consider proposals at three funding levels: small, medium, and large.

- **small** proposals request less than \$500;
- **medium** proposals request between \$501 and \$2,000;
- **large** proposals request more than \$2,000.

Note that HCC Department resources like staff support may have associated costs or constraints; if you have any questions about the feasibility and potential costs associated with a proposal or whether it will be regarded as *small*, *medium*, or *large*, please contact the D&I Committee Chairs at di@hagerstowncc.edu.

We are currently soliciting proposals for work that will be undertaken in FY23 – if you want to propose work that will extend significantly beyond the fiscal year, please contact the D&I Committee Chairs at di@hagerstowncc.edu.

Application, evaluation, and selection processes

To submit a D&I Initiative proposal, please use the form linked below. Note that proposals do not need to be extensive – we expect most proposals to be less than one page in length.

- proposal form: https://hagerstowncc.iad1.qualtrics.com/jfe/form/SV_bfPBelxUw692UqG

Proposals will be evaluated and selected for funding by the HCC D&I Committee Chairs, which consists of the Dean of Students, Executive Director of Human Resources and Campus Safety, and the Dean of PIE. This group will create and apply evaluation rubrics for *small*, *medium*, and *large* proposals (since this is the first year we are soliciting proposals, these rubrics are still being developed – they will be made available when they are completed). The evaluation process will be different for *small* versus *medium* and *large* proposals:

- **small** proposals can be evaluated and approved asynchronously by the committee;
- **medium** and **large** proposals will be evaluated asynchronously but discussed and selected or rejected during a synchronous meeting.

The committee will meet once each quarter to discuss medium and large proposals. Thus, you are welcome to submit proposals at any time, but if the proposal is medium or large you should generally expect to wait until the end of the quarter to learn the outcome of the evaluation and selection process.

Brainstorming and crafting proposals

Feel free to contact the D&I Committee at di@hagerstowncc.edu to discuss proposal ideas. The D&I Committee plans to organize a proposal-writing workshop scheduled in the middle of the quarter (Winter 2022) – please check back here or monitor your email for updates!