Unity in Diversity Fund Proposal Form

About the Unity in Diversity Fund
The Unity in Diversity Fund, originally named the Arrupe-King Fund, was established in honor of Rev. Pedro Arrupe, S.J., and Dr. Martin Luther King, Jr. The Unity in Diversity Fund is intended to support events, programs, and initiatives which specifically address social justice, diversity, and multicultural topics for all segments of the Loyola University community (students, faculty, and staff).

Eligibility

Any Loyola University Chicago event that addresses social justice issues or diversity topics is eligible for funding. (Primary audience should include Loyola undergraduate students!)
Any Loyola University Chicago department, faculty member, or student group may submit a proposal for funding for an event.
All events seeking funding from the Unity in Diversity Fund must adhere to the Unity in Diversity Fund Criteria & Guidelines in order to be considered for funding.

Deadlines

Summer 2018
Fall 2018
Spring 2019

Friday, August 17

Friday, September 21

Friday, October 26

Friday, November 30 (for spring 2019 events only)

Friday, February 8

Friday, March 1

Unity in Diversity Criteria & Guidelines

Before Proceeding

Please be sure to read the UID Fund Criteria & Guidelines.

Proposals that do not adhere to the UID Fund Criteria & Guidelines will NOT be considered for funding.

Basic Information

Title of event or program [Required]

Name of student group or department [Required]

Name of contact [Required]

Contact email address [Required]
Valid input:
- name@myschool.edu

Name of advisor (for student groups) or department head (faculty and staff only) [Required]

Advisor or head of department email address [Required]
Valid input:
- name@myschool.edu

Start date and time of event or program [Required]

End date and time of event or program [Required]

Location of event or program [Required]

Expected number of attendees. [Required]
Valid input:
- Numeric - ex: 1111

Please provide a list of all the organizations, departments, and individuals involved in the coordination of this event or program. [Required]

Did you hold this event last year? [Required]

[   ] Yes
[   ] No

If you held the event last year, how many people attended it?
Valid input:
- Numeric - ex: 1111

Event/Program Content Questions

Please provide a brief description of your event or program. [Required]

Please list the agenda of your event or program. [Required]

How will this initiative specifically address social justice or cover a diversity topic? [Required]

What are your desired learning outcomes for those attending this event or program? What do you hope to accomplish? [Required]

What is the learning component for your event? How do you plan to achieve your learning outcomes? [Required]

Funding Sources

Total cost of your event. [Required]
Include all expenses including ones that are funded by other sources.
Valid input:
- Numeric - ex: 1111

Please list in order of importance, the expenses that are required in order to execute your event. [Required]

Are any of the expenses you listed in the previous question already funded by other sources? [Required]

Please share the minimum amount your group would be willing to accept from the Unity in Diversity Fund. [Required]
Please note that the UID Fund receives many requests and often it comes down to partial funding (even if it's a small amount) or no funding at all. This number may help to ensure you receive some funding.

Are there other sources of funding being pursued in support of this event or program? [Required]
Valid input:
- Select only one choice.
- must select a value.

[ ] Yes
[ ] No

Please provide a list both of funding that is being pursued and funding that is already secured.
Make sure to include the name of the funding source as well as amount.

Total Requested from Unity in Diversity Fund [Required]
This amount should not include expenses for this event funded by other sources.
Valid input:
- Numeric - ex: 1111

Expense Request Instructions

Instructions
The following pages contain questions regarding expenses for your program or event. Please only include information regarding the expenses for which you are seeking funding from the Unity in Diversity Fund.

Expenses already funded by other sources should not be included.

Before you begin, be ready with the following:

Student Organizations: Completed Performance Contracts (or vendor's contract + our Contract Rider), Advisor Contract Approval Forms, and W-9 forms for each performer, facilitator, speaker, DJ, etc.

Loyola Departments: Your department's completed contract (or the vendor's contract & your department's contract rider) and a W-9 form for each performer, facilitator, speaker, etc.
Vendor Quotes from all vendors (Except for local grocery or supply stores. Please see below.)
Vendor Itemized Expense Form (Only if it is a local grocery store or a local supply store like Michael's or Target).

Please note that it is your responsibility to review the UID Fund Criteria & Guidelines and to email us with questions in order to ensure that the documentation you are submitting is correct.

Honorariums

A Honorarium is a payment for performers, speakers, facilitators, DJ's, etc. Honorariums should be all-inclusive, meaning you provide them with payment and they pay for their own travel and accommodations.

Please provide the total cost for honorariums.

NOTE: If you enter any amount into the box below, you will need to make sure that you have the following:

Student Organizations: Completed Performance Contracts (or vendor's contract + our Contract Rider), Advisor Contract Approval Forms, and W-9 forms for each performer, facilitator, speaker, DJ, etc.

Loyola Departments: Your department's completed contract (or the vendor's contract & your department's contract rider) and a W-9 form for each performer, facilitator, speaker, etc.

Total Honorarium (s) [Required]
Valid input:
- Numeric - ex: 1111

Honorarium Contracts

Please upload contracts and W-9 forms for each of your performers, speakers, etc. If you are hiring an organization to come in or a representative from an organization, you need a contract and W-9 form for the organization and not for each individual member of the organization.

Submitting Contracts
Student Organizations: Upload a completed Performance Contract (or vendor's contract + our Contract Rider), Advisor Contract Approval Forms, and W-9 forms for each performer, facilitator, speaker, DJ, etc.

Loyola Departments: Upload your department's completed contract (or the vendor's contract & your department's contract rider) and a W-9 form for each performer, facilitator, speaker, etc.

Please review the UID Fund Criteria & Guidelines to ensure that your contracts are all in order before submitting them or contact Joe Saucedo at jsaucedo4@luc.edu for any questions.

Vendor 1: Contract and W-9 Form Upload [Required]

Vendor 2: Contract and W-9 Form Upload

Vendor 3: Contract and W-9 Form Upload

Vendor 4: Contract and W-9 Form Upload

Vendor 5: Contract and W-9 Form Upload

Vendor 6: Contract and W-9 Form Upload

Vendor 7: Contract and W-9 Form Upload

Catering and Food Costs

Please provide the total cost for all catering, groceries, snacks, beverages, etc.

Total Cost of Catering [Required]
This includes snacks, candy, beverages, etc.
Valid input:
- Numeric - ex: 1111
- can not contain any spaces.

Catering and Food Costs

Please upload quotes for all of your caterers and food vendors.

Getting Quotes for Food or Catering

Restaurants
Contact caterers or restaurants and have them email you a quote or go pick it up in person from the vendor, if necessary. Catering vendors should either be on the Preferred Vendor List OR if they are not, please contact SAGA to find out more information on how to add vendors to the preferred vendor list.

Grocery Stores
If you are buying groceries please fill out the Vendor Itemized Expense Request Form and upload it below as a vendor. Please note that this form should only filled out for items purchased at a store and NOT for restaurants or caterers.

Please review the UID Fund Criteria & Guidelines to ensure that you are submitting appropriate vendor quotes or contact Joe Saucedo at jsaucedo4@luc.edu with questions.

Vendor 1: Catering Quote Upload [Required]

Vendor 2: Catering Quote Upload

Vendor 3: Catering Quote Upload

Vendor 4: Catering Quote Upload

Vendor 5: Catering Quote Upload

Event and Program Supplies

Please provide the total cost for supplies.

Event and program supplies include decorations, utensils, plates, binders, pens, workshop materials, etc. They do NOT include rental or purchase of large equipment or costs associated with publicity.

Before you proceed, be ready with a Vendor Itemized Expense Form for each supply vendor.

Total Cost of Event or Program Supplies [Required]
Valid input:
- Numeric - ex: 1111

Event and Program Supplies Quote(s)

Please upload a Vendor Itemized Expense Form for each vendor.

Getting a Quote for Supplies
Fill out the Vendor Itemized Expense Form for each vendor you are planning to use.

Please be sure to include the Product URL and/or Item Number in the form if you are looking to purchase from an online vendor.

Please review the UID Fund Criteria & Guidelines to ensure that you are submitting appropriate vendor quotes or contact Joe Saucedo at jsaucedo4@luc.edu with questions.

Vendor 1: Itemized Budget Request Form File Upload [Required]

Vendor 2: Itemized Budget Request Form File Upload

Vendor 3: Itemized Budget Request Form File Upload

Vendor 4: Itemized Budget Request Form File Upload

Vendor 5: Itemized Budget Request Form File Upload

Equipment Rental or Purchase Costs

Please provide a total cost for equipment rental or purchase.

Dance floor, sound equipment, etc.

Equipment Rental or Purchase Costs [Required]
Valid input:
- Numeric - ex: 1111

Equipment Rental or Purchase Cost Supplementary Information

Please upload a quote from each vendor.

Getting a Quote for Equipment Rental or for Purchasing Equipment
Contact vendors and have them email you a quote or go pick it up in person from the vendor, if necessary. A screen shot of a piece of sound equipment and how much it costs, is NOT considered a quote.

Please review the UID Fund Criteria & Guidelines to ensure that you are submitting appropriate vendor quotes or contact Joe Saucedo at jsaucedo4@luc.edu with questions.

Equipment Rental or Purchase Vendor Quote File Upload [Required]

Airfare Costs

Total Airfare Costs [Required]

Please provide a total cost for airfare associated with this event for students, staff, etc. Airfare for performers or speakers should be included on the Honorariums page.

Airfaire Quote

Please upload an airfair quote.

Getting an Airfare Quote
The best way to get an airfare quote is to select a flight and then take a screen shot of the check out window without purchasing the ticket.

If you've already purchased the ticket and are seeking to get funding to cover it, please upload a copy of your receipt.

Please review the UID Fund Criteria & Guidelines to ensure that you are submitting appropriate vendor quotes or contact Joe Saucedo at jsaucedo4@luc.edu with questions.

Airfare Quote File Upload [Required]

Vehicle Rental Costs

Please provide a total cost for vehicle rentals.

Vehicle Rentals Costs
Valid input:
- Numeric - ex: 1111

Vehicle Rental Vendor Quote

Please upload a quote for vehicle rentals.

Getting a Quote for Vehicle Rentals
You must submit a quotes for any buses, cars, vans, etc. that you plan to use for your event.

Contact vendors and have them email you a quote or go pick it up in person from the vendor, if necessary. A screen shot of a car and how much it costs, is NOT considered a quote.

Please review the UID Fund Criteria & Guidelines to ensure that you are submitting appropriate vendor quotes or contact Joe Saucedo at jsaucedo4@luc.edu with questions.

Vehicle Rental Vendor Quote File Upload [Required]

Total Publicity or Printing Costs

Please provide a total cost for all publicity and printed items (not including t-shirts).

This includes banners, flyers, posters, pluggers, etc.

Total Publicity or Printing Costs [Required]
Valid input:
- Numeric - ex: 1111

Publicity and Printing Vendor Quotes

Please upload vendor quotes for all of your publicity.

Getting a Publicity or Printing Quote
You must submit a quotes for any banners, flyers,posters, pluggers, etc. that you plan to use for your event.

Contact vendors and have them email you a quote or go pick it up in person from the vendor, if necessary. This includes any materials from Loyola's copy center.

Please review the UID Fund Criteria & Guidelines to ensure that you are submitting appropriate vendor quotes or contact Joe Saucedo at jsaucedo4@luc.edu with questions.

Please explain what you are printing and why it is important to for your program or event. [Required]

Vendor 1: Publicity Quote Upload [Required]

Vendor 2: Publicity Quote Upload