



Commission on the Status of Women (CSW) Mini Grant Request for Proposals

The Commission on the Status of Women (CSW) is offering funding for projects which will promote the goals of the CSW at the University of Arizona. Funds requested typically average \$400-600, and the proposed activity or project should occur from April, 2013 through June, 2014.

The Commission on the Status of Women strengthens the University of Arizona by advocating an inclusive and just campus community. In keeping with this mission, CSW affirms the following goals:

- To identify and provide leadership on issues that affect women
- To develop and support university policies and practices that promote equity and diversity
- To increase leadership and advancement opportunities for women and under-represented minorities
- To collaborate with other groups to create inclusive and safe communities
- To foster individual and collective accountability promoting justice, equity and diversity
- To educate the campus community about the work and goals of the Commission (See <http://csw.arizona.edu/>)

Priority Emphasis. The CSW priority emphasis for the 2013 Funding Proposals is **“Striving for Equity Through Cross-Entity Collaboration”**

Eligibility

Individual members of the UA community (students, faculty, staff) or UA programs and departments are eligible to apply. Student Programs must be recognized by the Associated Students of the University of Arizona (ASUA).

Successful requests will only be provided funding if there is a UA department or unit account for the activity - state or local unrestricted accounts are required. The Business Manager of the awarded unit must contact csw@arizona.edu to arrange for the transfer of funds, which must be completed on or before June 15, 2013.

Award Limits

The maximum award is \$1,500, however funds are limited and partial awards are possible.

Application Deadline: March 15, 2013 at 5:00 p.m.

Award Notification: Mid April 2013

Reporting Requirements

An electronic presentation (such as power point) summarizing your event is due to the commission 30 days after the completion of the activity or project. In addition, CSW may request a brief oral presentation at one of our meetings on a voluntary basis.

Grant Proposal Requirements

Proposals will be awarded based upon how well the activity or project advances one or more of the CSW goals and the expected impact of the proposed activity or project. Proposals are competitive because requests usually exceed available funds.

****Preference will be given to first time applicants****

Please provide a proposal (maximum 4-pages: 3-pages, plus a budget) which includes the following information.

- Project title
- Amount requested
- Date(s) and location of the proposed project
- Applicant organization or department
- Project Director name, address, email and phone number
- Other key project staff
- Details of the project that provide the following information
 1. How will the project or activity meet the above stated CSW goals
 2. Does the project or activity address equity or quality of life issues
 3. Who is the target audience and how they will be reached
 4. Provide a brief description of the project or activity deliverables (e.g., increased awareness or some type of product)
 5. Describe your success indicators
 6. If this is a project that will be reoccurring, what steps have been put in place to assure sustainable funding for future events

How to Apply

Applicants may apply for multiple projects. Please submit a separate proposal and budget for each project.

THE PROPOSAL must be a clear and concise description, no more than three pages, which clearly describes how the project will meet the goals and of CSW, who will benefit, and how many will be reached.

THE BUDGET should itemize the funds requested, justify how the cost was estimated, and list other financial assistance or in-kind contributions that will be used and indicate the status of those applications. It is very important to clearly describe alternate funding sources for recurring projects.

You may submit your proposal in several ways:

- By electronic mail to csw@email.arizona.edu (Preferred method)
- By FAX to 520-621-8248

Contact Information

Please contact Kim Menezes (CSW Coordinator) if you have any questions at csw@email.arizona.edu or 621-8248.

