BBE DEI Funding Request Form

Thank you for your interest in advancing DEI in BBE at Caltech! Please use this form to submit a funding request for a DEI-related event, program, or activity.

Funding guidelines
Each year, the BBE DEI Committee is allocated a certain amount of funding to distribute towards various DEI pursuits on campus within BBE. This form exists to ensure equitable opportunities for all interested parties to apply for funding. Proposals will be reviewed and funds will be awarded based on various factors such as the description and type of event, how much is requested, and the expected impact. *Note that since our funding is limited, we will prioritize requests that promote DEI at Caltech, specifically within the BBE division*.

When will I be notified?
Our response time depends on the size of the request. Smaller requests (<$1000) are reviewed on a monthly basis, and applicants will be notified within a month of their initial application date. Larger requests (>$1000) will be reviewed on a per-quarter basis, and therefore we recommend that larger requests be submitted at least one term in advance.

Section 1: Requestor

1) Name

2) Email

3) Affiliation with Caltech
   undergraduate
   graduate
   postdoc
   staff
   other

4) Are you submitting this form as a BBE DEI Representative for a lab-based program? (Note: If you are unsure, the answer is most likely "**No**").
   If **Yes,** I am a BBE DEI Rep submitting a request for a lab-specific program – go to section 4 (BBE DEI Representative Statement Application)

Section 2: Program Information

1) Program Information (Description optional)

2) Short title of proposed event, program, or activity.

3) Describe the proposed program, activity, or event.

4) When will the event take place? (if it is a recurring event, please indicate the frequency and duration). Please use the format year/month/day.

5) How would you categorize the proposed program? (Can select multiple)

   a) Social (example: food, drink, and entertainment for people to socialize)

   b) Educational (examples: bringing in a speaker or sharing a presentation)

   c) Outreach (examples: providing Caltech members the opportunity to mentor or teach individuals from historically marginalized backgrounds outside of Caltech)

   d) Resource provision (examples: providing Caltech members with support systems such as guidance/advice/mentorship)

   e) Recruitment (examples: inviting students from historically marginalized backgrounds to apply to Caltech graduate or summer programs)

   f) other

6) Explain how the proposed program will help to advance diversity, equity, and/or inclusion in Caltech BBE? (3-5 sentences)

7) How many people is this proposed program expected to draw or target? Please justify your expectations.

8) Can you estimate what percentage of people impacted by the funding are members of BBE"

   a) <25%

   b) 25-50%

   c) 50-75%

   d) >75%

9) Expand if needed:

Section 3: Budget Request

Proposals with a budget of <$1000 will have a quicker turnaround time for approval (within 1 month), whereas larger proposal with a budget of >$1000 will be reviewed once per quarter and therefore should be submitted at least a quarter in advance.

1) What is the overall budget request? If possible, please provide a range (minimum to maximum).

2) Please provide a budget breakdown. What will funds be specifically used for?

3) How much are you requesting funding for from other divisions?

4) Propose a date by which the funds need to be dispersed to the relevant individuals. This date should be no more than a month away from the the date of the event (or the last date of a recurring event). Any funds not requested for reimbursement by this date will be forfeited so that the DEI committee may allocate the funds to other proposals.

Section 4: BBE DEI Representatives Funding/Reimbursement Application

Please fill out this brief form to apply for funding and/or reimbursement of a program done as part of the BBE Representatives program

1) Brief description of program?

2) Budget amount?

3) Description of budget breakdown (how much money went to what purpose)

4) Do you have receipts or will you send it over later?

   a)   I have receipts already and would like to be reimbursed now
   b)   I will email bbe_dei@caltech.edu with receipts later

Section 5: Submit via email direct to the BBE DEI Committee: bbe_dei@caltech.edu