University of Illinois College of Medicine (UICOM)
Diversity Support Council Committee Collaboration Fund Project

OVERVIEW

Awards will be sponsored in Part from Funds from
The Blue Cross Blue Shield of Illinois
Health Equity Pilot Program (BCBSIL - HEPP)

The Diversity Support Council Committee is proud to announce the application cycle of providing modest funds to UICOM medical student organizations in support of events/programming designed to promote cross-cultural understanding and awareness for the UICOM community. The one-time only awards will help to support a broad range of events and programming, awarded preferably to organizations that work collaboratively with one or more UICOM organizations on a particular, cross-cultural event or programming.

- Modest awards (up to $1500), sponsored in part from a grant from the Blue Cross Blue Shield of Illinois Health Equity Pilot Program (BCBSIL-HEPP), will be administered by the Diversity Council Support Committee.

- The deadline for Applications is due by midnight, Monday, January 9, 2023

Successful awardees will demonstrate ability conduct innovative, academic, social programs or events which are designed to enhance and promote diversity, equity, and inclusion throughout the UICOM community.

Award May Support (but is not limited to)
- Speaker honoraria
- Marketing (event flyers, brochures, posters, etc.)
- IT support
- Campus room space
- Food & non-alcoholic beverages

Award Will Not Support
- Purchase of alcoholic beverages
- Conference fees, travel, hotel or transportation
- Off-campus activities
- Political activities
- Equipment and/or office supplies
- Other University restricted items

For questions, please contact Constance Umbles-Sailers, Director of Diversity, Equity, and Inclusion, UIC-COM at csailers@uic.edu
Submit Application to: Box Folder Link
University of Illinois College of Medicine (UICOM)
Diversity Support Council Committee
Collaboration Fund Project

Awards will be Sponsored in Part from Funds from
The Blue Cross Blue Shield of Illinois
Health Equity Pilot Program (BCBSIL - HEPP)

INSTRUCTIONS FOR FILLING OUT THE APPLICATION

The Diversity Support Council Committee is proud to announce the 2022 Spring round of providing modest funds to UICOM medical student organizations in support of events/programming designed to promote cross-cultural understanding and awareness for the UICOM community.

We are now accepting applications for the UICOM Diversity Support Council Committee Award. If you are interested in applying for this grant, we encourage you to submit your application by the deadline of Monday, January 9, 2023. Please note that late applications will not be accepted. The UICOM Diversity Council Support Committee will review all applications.

Please submit application to: Box Folder link

Eligibility

- UICOM Diversity Support Council Committee will accept applications from UICOM 2022-23 Registered Student Organizations
- Must have a Faculty Advisor and Student Org Leadership Contact Information.
- Collaborating organizations need only to submit one application, detailing the single event or program activity. The application must detail how each organization will contribute and participate in the event/programming. Collaborating organizations should together promote a broader cross-cultural purpose.
- Event/Programming can take place virtually (digitally) or in-person on one of the UICOM campuses.
- Application must detail how the event promotes cross-cultural understanding and awareness for the UICOM community.
- Application must detail an event/programming evaluation tool and data metrics. Awardees will be responsible for providing the UI Diversity Council Support Committee with data reports within 10 days of the completion of the event.
- For consideration, applications must be submitted by the deadline; allowing at least 15 business days prior to start of the event/programming for the committee’s review of the application.
- Awardees must agree to monitor and appropriately apply/account for the awarded budget, in line with University of Illinois policies.
Complete Application
Please do not submit application pieces separately, everything should be in one packet.
It is your responsibility to ensure your application is turned in on time by the deadline.

Only complete applications will be accepted by the Diversity Support Council Committee. The components of the application should be submitted by PDF in the following order:

1. Application Coversheet: This form should be the first item of your application materials. It also lists the application components which will help to keep you organized.

2. Organization Information: Provide the names, addresses, and campus location of collaborating organizations; name and contact information of organizations’ leadership, faculty/staff advisor and event/programming lead(s) (include email addresses and telephone contact); and a summary of organizations’ mission.

3. Narrative Description: (Please be as specific as possible!). The narrative should not exceed 3 pages; typed and double-spaced, in a 12-point, black, font).

Narrative description should include a succinct overview of each of the following areas:

- Background/Needs Assessment (What event/programming are you proposing for support and why? Include expected date/time/location of event/programming.)
- Objectives (What do you hope will be outcome(s) from your event/programming? How does this event/programming promote diversity, equity and inclusion?)
- Procedures (How will you accomplish your event/programming?)
- Qualifications (Describe your ability to carry out the project. How will each organization contribute?)
- Evaluation Tool & Data Metrics (Who is expected to learn and/or benefit from your event/programming and how will they learn of it? What evaluation tool & data metrics will be used?)

4. Itemized Budget: (Include all expected costs requesting award; if possible, price quotes from specific vendors. Include estimated in-kind support from students, faculty and/or staff.)
University of Illinois College of Medicine
Diversity Support Council Committee Collaboration Fund Project
CHECKLIST

Application Coversheet (Please Type)

Organization Names:__________________________________________________
Organization Addresses:_______________________________________________
Campus Location:_____________________________________________________
Contact Name:_______________________________________________________
Faculty Advisor:______________________________________________________
Contact Telephone:_________________Contact UIC Email:  __________________

APPLICATION PACKET IS COMPLETE AND INCLUDES THE FOLLOWING MATERIALS:

Organization Information Page 1 - Provide the names, addresses, and campus location of collaborating organizations; name and contact information of organizations’ leadership, faculty/staff advisor and event/programming lead(s) (include email addresses and telephone contact); and a summary of organizations’ mission.

• Narrative (Statement of Purpose) Description Page 2-5 - Narrative should not exceed 3 pages; typed and double-spaced, in a 12-point, black, font). Narrative description should include a succinct overview of each of the following areas:
  ➢ Background/Needs Assessment (What event/programming are you proposing for support and why? Include expected date/time/location of event/programming.)
  ➢ Objectives (What do you hope will be outcome(s) from your event/programming? How does this event/programming promote diversity, equity and inclusion?)
  ➢ Procedures (How will you accomplish your event/programming?)
  ➢ Qualifications (Describe your ability to carry out the project. How will each organization contribute?)
  ➢ Evaluation Tool & Data Metrics (Who is expected to learn and/or benefit from your event/programming and how will they learn of it? What evaluation tool & data metrics will be used?)

• Itemized Budget Page 6 (Include all expected costs requesting award; if possible, price quotes from specific vendors. Include estimated in-kind support from students, faculty and/or staff.)

Signature: _____________________________ Date Signed: ____________________

Application Deadline: Monday, January 9th, 2023, by midnight!
For questions, please contact: Constance Umbles-Sailers, Director of Diversity, Equity, and Inclusion, UIC-COM at csailers@uic.edu
Submit Application: Box folder link