**VPFA Diversity Development Fund Proposal Form**

Names of people proposing the idea: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VPFA Department(s) represented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Key contact information (phone or email): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please describe your diversity development idea, including any planned partnerships (within or external to the VPFA portfolio). *Some possibilities might include: inviting a speaker to campus; buying and deploying training materials (books, videos, software); or attending a conference to enhance skills around issues of equity and inclusion.*
2. How will your idea or plan benefit VPFA portfolio employees? *For example, will it encourage new ways of thinking or acting? Present a concept in a new way? Provide access for employees who typically wouldn’t have this type of opportunity?*
3. What is your level of interest/engagement?

[ ]  I am / we are willing to plan and implement the initiative.

[ ]  I / we will need support with planning and implementation.

[ ]  This is simply a suggestion. (*If you check this box, you do not need to complete question 4.*)

If you would like to talk with a diversity committee member about your application, see the list of current members online at <https://vpfa.uoregon.edu/diversity> or email VPFADiversity@uoregon.edu for contacts.

1. What is your estimate of total costs? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please itemize a list of anticipated expenses below *(for example, speaker fees $500; conference fee $1,000; travel expenses $700; materials cost $250; room rental $75, etc.)*

Completed forms should be sent to VPFADiversity@uoregon.edu or via campus mail to VPFA Office-Johnson Hall.

If you need assistance filling out this form or have any questions, please contact VPFADiversity@uoregon.edu.