

## **Diversity Event Grant Request Form**

### **Guidelines**

These funds provide an opportunity for sections to highlight the importance of diversity and inclusion in their programming.

- The maximum amount per section per year is \$500.
- These funds may not include the cost or may not subsidize alcoholic beverages.
- A section may receive these funds only once per fiscal year. Fiscal year is Oct. 1 – Sept. 30.
- The supplementary funds will be allocated to help defray the cost of an event that brings attention to the importance of diversity and inclusion.
- The section must approve the activity before the request form is submitted.
- The Section or group within a section will be reimbursed for the expenses that pertain to this event.
- The funds will be disbursed to the section treasurer or as a direct payment to the invoicing entity.
- For the section to be eligible for future Diversity funds, the section must submit to the Diversity Working Group a report of the activity/event.
- It is encouraged that the section budget for Diversity and Inclusion events the following year.

Types of events or proposals that will NOT be funded:

- Purchase of capital equipment (e.g. computers, audio-visual equipment).
- Alcoholic beverages (but food and drinks can be acceptable, with alcoholic beverages available for those who choose to purchase for themselves).
- Events, programs, or speakers that are primarily of a political or religious nature.

Examples and suggestions of events, programs, or proposals that we have supported in the past or would like to see more of:

- Viewing of movie or videos on diversity & inclusion in the workplace themes, followed by discussion with a moderator (e.g. “Hidden Figures,” “October Sky”)
- AIAA professional member presentation & discussion with an audience of under-represented students or professionals
- Human Resources expert giving a presentation about bias in the workplace
- Organizational Effectiveness expert giving a workshop about how to recognize and effectively deal with issues about diversity and inclusion in the workplace.
- Guest presentation and discussion from someone successful in the profession who has had to deal with issues of diversity and inclusion
- Support for students or professionals from an under-represented community to attend a nearby AIAA event (modest travel and admission expenses)



## Diversity Event Funding Request

### PART I.

REQUESTER COMPLETES THIS PART. E-MAIL COMPLETED FORM TO [diversitywg@aiaa.org](mailto:diversitywg@aiaa.org)

Requester:

Date of Request:

Amount Requested:

Event Date:

Name of Activity, Program, or Event:

Diversity and Inclusion Event:

Give a brief description of the activity (how is this unique, why are funds needed, how does this activity enhance Diversity?)

Date Funds Needed:

Indicate if any part of this proposed activity is:  Entirely new  supplement or extension of an existing activity (please explain)

### A SIMPLE, INFORMAL BUDGET PLAN MUST BE SUBMITTED WITH THIS REQUEST

(Use a separate sheet if necessary)

Request submitted by:

### PART II. Diversity WG Chair COMPLETES THIS PART.

Please disbursed \$ \_\_\_\_\_ of Diversity WG funds to \_\_\_\_\_.

Authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email signed form to [KarenT@aiaa.org](mailto:KarenT@aiaa.org)