Unity in Diversity Fund
Criteria & Guidelines

All proposals will be reviewed by an established committee made up of staff members of the Department of Student Diversity & Multicultural Affairs.

Event Criteria
Events must meet the criteria below in order to qualify for Unity in Diversity Funding.

Events should:

- Address social justice issues and/or human diversity topics.
- Contain an educational component that connects to the social justice or diversity topic of the event or program.
- Be open to the entire University community. Events and programs cannot be exclusive to a class or group. Caps on attendees or participants may exist based on capacity only.
- Place an emphasis on building or maintaining traditions.
- Maintain consistency with Loyola University Chicago’s Jesuit mission and values.
- Meet the UID Fund Proposal Guidelines (see below).

PROPOSAL GUIDELINES

1. Multiple Proposals
Departments, faculty, and student organizations can submit multiple proposals per semester.

2. Deadlines
   a) All proposals along with any forms, quotes, contracts, or other required documentation must be submitted by 5 P.M. on the specified deadline date. Late proposals are not accepted.
   b) Proposals with contracts/honorariums should be submitted by the submission deadline that allows at least 7 weeks for the processing of paperwork prior to your event.
   c) Proposals without contracts should submit their proposals on the deadline that allows for 3-4 weeks for processing of paperwork.
   d) Proposals submitted early will not be viewed until after the deadline has passed.

3. Educational Component & Learning Outcomes
All UID Fund events need to contain an educational component that is accessible to all attendees. Examples of educational components include, but are not necessarily limited to, group discussions, facilitated Q&A’s, presentations, and guided reflections.

4. Preferred Food Vendors
Any and all food vendors used for an event must be on SAGA’s Preferred Vendor list. Student
Unity in Diversity Fund  
Criteria & Guidelines

organizations or departments can request that a vendor be added to that list by contacting Brandon Matulka (bmatulka@luc.ed) from SAGA and providing him with a copy of the vendor’s insurance certificate. Please be sure to await SAGA’s confirmation that the vendor is preferred before moving forward with placing an order.

5. Quotes & Vendor Itemized Expense Form

a) ALL proposals should be accompanied by a quotes from all vendors.
b) All quotes should be itemized and include any additional fees (e.g. delivery, etc.) as well as the total sum of the items.
c) Quotes can take the form of an email from the vendor, photos of handwritten quotes from the vendor accompanied by the vendor’s business card, screenshots of a shopping cart on the checkout page of a website, or a quote/invoice on the vendor’s letterhead.
d) If the vendor is a local grocery or supply store (Target, Michael’s, etc.), you must use a Vendor Itemized Expense Form.
e) Funding will only be considered for expenses that have quotes or a Vendor Itemized Expense Form.

6. Honorarums

a) Student organization requests
   i. Proposals from student organizations requesting honorariums must include a completed performance contract (or vendor’s own contract + SDMA’s contract rider), an advisor approval form and a W-9 form for each vendor, speaker, etc. Proposals requesting honorariums that do not meet this requirement will not be considered for funding.
   ii. Contract riders should only be used if you are using the vendor’s contract or performance agreement.
   iii. Contracts and contract riders should be typed and not handwritten.
   iv. An Advisor Contract Approval form must accompany any contracts associated with honorariums requested by student organizations. Requests that do not include this form will be considered incomplete.

b) Departments, committees sponsored by departments, or faculty requests
   i. Proposals from departments, from committees sponsored by departments, and/or from faculty should include copies of their department’s or division’s contract (or the vendor’s contract + the department’s contract rider) and W-9 form for each speaker, facilitator, performer, etc.
   ii. Departments, committees sponsored by departments, or faculty requesting funding for honorariums are responsible for processing any contracts or payments associated with those contracts.
   iii. SDMA will reimburse departments for honorariums via expense transfer only. Budget transfers are not option.
c) Honorariums for performers, speakers, and consultants should be all-inclusive of travel, lodging, and presentation costs.

7. Prizes, Awards, or Gifts
No funds will be allocated for prizes or awards based on competition OR for gifts (unless in appreciation for a speaker).

8. External Funding
Departments, faculty, and student organizations applying for funding from the Unity in Diversity Fund are encouraged to seek additional funding from other sources and provide this information in the UID Fund Proposal Form.

9. SDMA Event Conflicts
Funds will not be allocated for events that conflict with the time of another event related to Student Diversity & Multicultural Affairs.

10. Rescinded Funding, Suspended Privileges, & Sanctions
   a) Student organizations or departments that fail to communicate and/or meet with the UID Fund Administrator in the manner specified in their award letter may have their funding rescinded.
   b) Student organizations or departments that fail to turn in receipts within two weeks of their event may forfeit their funding privileges for up to one year.
   c) Student organizations that have been sanctioned for violating Loyola University Chicago’s Community Standards and whose funding privileges from the Student Activity Fund have been suspended, may not request funding from the UID Fund until the suspension period is over and all sanction requirements have been met. Requests that are received by these groups will be denied funding.

11. Heritage Month Events
Events for any and all heritage months must be submitted separately and not as a block.

12. Publicity
All publicity for funded events must indicate clearly that the event was sponsored all, or in part, by the Unity in Diversity Fund.

13. Evaluations
If the request is funded, recipients must complete an evaluation within 10 days of the end of the event. Failure to return the complete evaluation may jeopardize future funding requests.
14. Appeals
Organizations or departments who wish to appeal the decision made by the UID Fund Allocations Committee, may set up a meeting with the UID Fund manager Gaby Ortiz to discuss and submit their appeal.

Questions regarding the UID Fund should be directed to Gaby Ortiz at gortiz1@luc.edu.