



# **Equity EVENT Application**

## **Description**

*Equity Events are short-term, one-time events hosted by individuals, other institutions, or COS employees. The events can address specific equity issues at College of the Sequoias or provide visibility for underrepresented groups. These events can be designed to benefit a specific student population, unit or department, division, campus, or the entire institution.*

Examples of equity events include **heritage celebrations, speakers or equity trainers, department or division trainings hosted by current staff or faculty, and conference attendance**. If you are not sure whether your idea fits the criteria of an equity event, ask the EDAC co-chairs. Full-time, part-time, and classified staff can apply.

Your application for funding should include a short description that addresses the following:

1. Describe the event. Include goals and a basic timeline. If applying as a group, include a list of those involved and state who will be the lead coordinator/contact.
2. Show a clear need for the event at the unit, division, or institutional level.
3. Explain how the event will meet the equity goals outlined in The [COS Mission Statement](#), The [COS Equity Plan](#), [EDAC Initiatives](#), the [COS Strategic Plan](#), or the Chancellor's Office's [Call to Action](#).
4. Include clear assessment method to verify completion and effect of the event.
5. Include a cost breakdown.
6. Email your completed application to [EDAC@cos.edu](mailto:EDAC@cos.edu).

## **IMPORTANT NOTES**

### **EDAC Proposal Submission Timelines:**

Out-of-State proposals: Must be received 60 days in advance

Local proposals: Must be received 45 days in advance

**Sharing Coordination:** If you are coordinating or leading an on-campus event, one \$250 stipend is available to pay for the coordinator's time. We recommend seeking other faculty and staff to help with large-scale events. If you would like to request multiple stipends, please provide justification in your proposal.

**Conferences:** If there is conference funding available through your division or union, we request that you pursue those funding sources first. In addition, for student travel, funds may be available through Student Activities and Affairs, but if additional funds are needed, proposals for EDAC funding are appropriate.

**FLEX:** Remember to fill out a FLEX application where applicable. However, you cannot receive a stipend to coordinate and get FLEX for the same event.

**Spending Restrictions:** Funds cannot be used to purchase clothing or other items that can be considered a gift of public funds.

**Planning & Tracking Expenses:** All event coordinating, planning, and purchasing is the responsibility of the faculty/staff who proposed the event. We recommend seeking other faculty and staff to help



with large-scale events. *Members of EDAC are not part of the coordinating/planning process but are available for guidance if requested.*

Tracking expenses are the responsibility of the person(s) coordinating an event. If the department administrative assistant assists with purchases, they should also keep track of what they have been asked to spend. Please keep a careful record of all expenditures and follow [Fiscal Services](#) required processes for payment and reimbursement.

Other: Please plan on coordinating with our COS Marketing and Media Content specialists rather than hiring outside vendors for videography/sound systems/marketing materials/etc. A marketing request form is available via the COS WebHelpDesk link in our MyGiant accounts.

## Equity Event Application

Please address all sections of the application. Add attachments as needed to thoroughly answer all questions.

*Note: Once completed, please first send to your dean for signature then submit to [EDAC@cos.edu](mailto:EDAC@cos.edu) for consideration.*

Date Submitted:	
Title of Event:	
Date of Event:	
Coordinator's Name:	
Others Involved in Hosting/Coordinating:	

1. Provide a brief description of event and what funds will be used for:

2. Explain how the event meets equity goals outlined in The [COS Mission Statement](#), The [COS Equity Plan](#), [EDAC Initiatives](#), the [COS Strategic Plan](#), or the Chancellor's Office's Call to Action.



Projected Cost	\$
<b>Breakdown of Projected Cost (please provide as much detail as possible)</b>	
Coordinator Stipend (\$250) Requested:	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Note:** Particularly for large-scale events, make sure to speak with your dean about, and receive approval for, specific funding requests and how payments will be processed upon approval (e.g. CalCard purchases, check reimbursements, etc). EDAC does not have capacity to make purchases.

**Applicant Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

## Approval Signatures

Deans Signature is required for submission, this ensures the area Dean is aware of events. However, EDAC holds the final responsibility to approve or deny applications for events. After the Deans signature please email your completed proposal to [EDAC@cos.edu](mailto:EDAC@cos.edu) for review.

Dean \_\_\_\_\_ Date \_\_\_\_\_

Dean's comments:

Admin EDAC co-chair \_\_\_\_\_ Date \_\_\_\_\_

Faculty EDAC co-chair \_\_\_\_\_ Date \_\_\_\_\_

Admin and Faculty Co-chair comments:



For Office Use Only:

Payroll Timesheet for Stipend Submitted? ☐ Yes

Request Approved: ☐ Yes

☐ Coordinator Waived

☐ No

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Administrative Co-Chair

Signature: \_\_\_\_\_  
Faculty Co-Chair