

UNIVERSITY of  
**HOUSTON**

CENTER for DIVERSITY & INCLUSION

## Conference Grant Guidelines and Conditions

*The Center for Diversity and Inclusion Conference Grant is one way that our office demonstrates its commitment to the creation of a global learning community at the University of Houston. By providing this form of financial assistance, our Center strives to enhance the student experience and prepare recipients to be active citizens by way of making attendance in unique learning environments possible.*

### **Award Amounts:**

The award amount can vary based on the availability of funding and total conference costs. The maximum amount awarded for a Conference Grant will be \$300.

### **Eligibility:**

All undergraduate students are limited to one Center for Diversity and Inclusion Conference Grant during their academic career at University of Houston. All applicants must be in good academic standing and be in Freshman, Sophomore or Junior status. Funding will only be granted for a qualified conference. Eligible expenses include: conference registration, travel, lodging, and materials needed for lecture preparation. Items such as food, banquets, field trips, and souvenirs are not eligible. The Center for Diversity and Inclusion, in its sole discretion, will make all decisions regarding eligibility of items. Upon returning from the conference, recipients of the Center for Diversity and Inclusion Conference Grant must complete a minimum of one page reflection on their experience and agree to present or educate their peers on what they gained from the experience and how they plan to better the UH Community as a result.

### **Conference Qualifications:**

A qualified event includes but is not limited to a regional, national or international conference, symposium, convention, competition, or forum. The subject matter of the event must be directly applicable to the applicant's field of study, professional goals and/or development as a student leader. Internships, workshops, summer schools, and other such events do not qualify. The Center for Diversity and Inclusion, in its sole discretion, will make all decisions regarding conference eligibility.

### **Selection Criteria:**

Provided that the applicant submits a completed conference grant application by the deadline, Conference Grants are awarded based on 1) the quality of the application provided and, 2) the level to which the conference grant recipient's attendance at the conference promotes the mission and vision of the Center for Diversity. Failure to provide all information as specified will result in no funding.

## **When to Apply:**

For the best chances of approval and to allow ample time for awarding, applications must be submitted **three months** before the start of the conference. The Center for Diversity and Inclusion will accept early applications. If an insufficient number of students apply for the Center for Diversity and Inclusion Conference Grants, the Center for Diversity and Inclusion Conference Grant Advisory Council will review applications submitted after the deadline. Applicants may not find out they were awarded a Conference Grant until after the applicant has attended the conference. Applicants should not base the decision to attend a conference on the ability to receive Center for Diversity and Inclusion funding.

## **Decision Authority:**

The application should be submitted to the Center for Diversity and Inclusion office where it will be dated, checked for completion, and forwarded to the Center for Diversity and Inclusion Advisory Council for review. Select members of the Advisory Council will make a decision based on pre-determined factors. The Center for Diversity and Inclusion staff will notify applicants of their award status via email after final approval has been obtained.

## **Availability of Funds:**

Funds are available on a first come, first served basis and awarding is based on availability of funding.

## **Contact Information:**

All applications should be turned into the Center for Diversity and Inclusion, located in the basement of Student Center South, Room B12 (across from Starbucks). If you have specific questions about the grant application or process, please contact the office via phone at (713) 743-6047 or email at [uhcdi@central.uh.edu](mailto:uhcdi@central.uh.edu).

**Center for Diversity and Inclusion Conference Grant**

<b>Section A:</b>		<b>About You</b>	
<b>Name:</b>	Insert Name		
<b>Today's Date:</b>	Click the dropdown arrow to select a date	<b>PeopleSoft ID:</b>	7 digit number.
<b>Phone:</b>	Click here to enter text.	<b>Email:</b>	Click here to enter email.
<b>College:</b>	Please select from the drop down.	<b>What student organization or academic department/college are you representing?</b>	Click here to enter department/college or student organization name.
<b>Address:</b>	Street Name, City, State, Zip Code.		
<b>Date of Expected Graduation:</b>	Click here to enter a date.	<b>Expected Degree:</b>	Click here to enter text.
<b>Have you Received a Center for Diversity and Inclusion Conference grant before?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know		
<b>Section B:</b>		<b>About the Conference</b>	
<b>Conference Name:</b>	Click here to enter text.		
<b>Conference Start Date:</b>	Click here to enter start date.	<b>Conference End Date:</b>	Click here to enter end date.
<b>Location:</b>	Location of conference.		
<b>Name of Advisor who is aware of your grant request (academic department, student organization etc.)</b>	Name of Advisor.		
<b>Itemized list of expenses (be as detailed as possible, include only eligible items and provide total</b>	Click here to enter text.		
<b>Section C:</b>		<b>Justification of Attendance</b>	
<b>What do you hope to gain from attending this conference?</b>	Click here to enter text.		
<b>How do you think this conference aligns with the mission and vision of the Center for Diversity and Inclusion?</b>	Click here to enter text.		

How do you plan to cover additional conference costs?	Click here to enter text.		
In my email submission of this form I will include one letter of support/recommendation from an advisor, professor, or other staff member that supports my attendance at this conference.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is your organization involved in the Cultural Student Organization Roundtable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Section D: Acceptance of Conditions for Funding</b>			
<p><b>1. It is understood that the Applicant will, at his/her own expense, protect and hold harmless The University of Houston, The Center for Diversity and Inclusion and its employees from all claims, damages, costs, lawsuits, and expenses, including but not limited to, all costs arising from administrative proceedings, court costs, and attorney fees that The Center for Diversity and Inclusion may incur as a result of any act, omission, or negligence of the Applicant or any of its officers, members, employees, agents, subcontractors, or independent contractors which may arise out of this funding request.</b></p>			
<p><b>2. The liability, if any, of the Center for Diversity and Inclusion or its staff, with regard to the funding of the Applicant for any claims, costs, damages, losses, and expenses for which they are or maybe legally liable, whether arising in negligence or tort, contract, or otherwise, shall not exceed the amount of funding provided by the Center for Diversity and Inclusion. In no event shall the Center for Diversity and Inclusion or its staff member be liable for indirect, special or consequential damages.</b></p>			
<p><b>3. The Applicant shall not transfer any right or interest in this request without the prior written consent of staff with appropriate authority within the Center for Diversity and Inclusion.</b></p>			
<p><b>4. The Applicant agrees to abide by all applicable federal, state, and local laws and ordinances, as well as all student rights and regulations set forth by University of Houston.</b></p>			
I certify that all the information contained in this application is true and complete. I have read, understand and will comply with the Center for Diversity and Inclusion Conference Grant guidelines.	<input type="checkbox"/> I Agree <input type="checkbox"/> I do not Agree		
I agree to provide a one-page summary of what I learned and experienced at the conference. I will submit this summary within two-weeks of my return from the conference.	<input type="checkbox"/> I Agree <input type="checkbox"/> I do not Agree		
I further understand that any falsification, misinterpretation, or omission of any information contained herein or failure to comply with any of the guidelines or conditions may result in the denial of this request or the forfeiture of part or all funding approved by the Center for Diversity and Inclusion.	<b>Date:</b> Click here to enter a date. <b>First Name:</b> Click here to enter text. <b>Last Name:</b> Click here to enter text.		

	<b>FOR OFFICE USE ONLY:</b> <b>Please do not enter information into the shaded area</b>			
	<b>Comments:</b>	Click here to enter text.		
	<b>Approved:</b>	Choose an item.		