

Equity Enhancement Fund – Guide to preparing an application

Please submit your application to the Associate Vice-President, Equity, by March 15 or October 15. The AVP Equity will seek advice from the President's Advisory Committee on Equity, Discrimination and Harassment. All applications must be endorsed by a head of unit.

This Guide is designed to assist you in providing us with the information we need to assess your application.

1: Project Title/Applicant Information

Please provide a title for your project and identify your unit/organizational name and purpose. Please list contact details for at least two primary contacts for this project.

2: Statement of Project Objectives

Describe your proposed project. What are the overall objectives and specific objectives of the project?

Provide a clear description of what you want to accomplish. Overall objectives are broad general statements of what you are trying to accomplish. Specific objectives are measurable statements of what you want to accomplish by a given point in time. Objectives should be realistic enough to be achieved and clear enough for you to know when you have achieved them.

Example of project objectives:

Overall objective: To achieve greater web-accessibility for people with disabilities across UBC by showcasing 3 high traffic service websites and encouraging administrative heads to champion the web-accessibility cause.

Specific Objectives: By the end of the project, we will have:

- 1) Worked with 3 campus service units to evaluate current web-accessibility practices and standards;
- 2) Hired and utilized the services of a contract web-master to overcome low-cost easy to fix obstacles identified during evaluation;
- 3) Trained staff in service unit to sustain site accessibility;
- 4) Developed web-accessibility plan to address higher cost obstacles and to plan for greater accessibility standards in future;
- 5) Presented plan and rationale to AHU's and their designates;
- 6) Offered promotional opportunities and encouraged administrative heads of participating units to promote and reward greater web-accessibility across other campus service and academic units.

3: Identification of Need - Link to Equity Objectives

Tell us why you think this project is needed and who it will serve? Note, priority is given to projects that make observable and/or measurable differences in the representation or experiences of students, staff, and/or faculty who are members of historically disadvantaged groups. Projects that have a continuing effect on enhancing employment or educational equity are also given priority.

Describe how this project links to equity objectives in general. Are there ways that you could extend the reach of the project or share your successes with others?

4: Method – Work-plan

Outline key tasks and events with a timeline or schedule (if applicable) that will be used during the planning and implementation stages of this project.

5: Evaluation

Describe the process (es) you will use to evaluate whether or not you have successfully met the project objectives.

Evaluation tells you how well you are meeting your objectives, and it helps to check on the accuracy of assumptions you make in planning. There are various ways to evaluate or measure a project: questionnaires, evaluation forms, verbal feedback, results and outcomes, etc.

6: Budget

Do you have other sources of funds (or in-kind contributions) for this project? Will EEF funding make a difference and how will the funds be spent? Please detail the sources of funds and itemize related expenses.

7: Qualifications/Project Partners

What skills and qualifications do you and your project partners have to undertake this project and make it a success? Are there similar projects being done on campus by others? Have you established links with others or are you working with others?

8: Sustainability

How will the impact of this project be sustained?

9: Endorsement

Please provide contact information for the head of unit that has endorsed this application.