

# Arts Opportunities Fund for EDI

## Faculty Application Form

The Arts Opportunities Fund for EDI provides essential funding for programs such as conferences and workshops and other research related activities by faculty members that specifically aim to advance Equity, Diversity, and Inclusion in the Faculty of Arts.

### Eligibility:

- Applicant(s) must be full-time faculty member(s) in the Faculty of Arts
- The AOF does not fund individual faculty member research projects, honoraria, or salaries
- Applications are accepted for additional support for conferences, workshops, or research related activities that can be used as matching funds for grants (e.g. SSHRC Connections Grants and Partnership Engage Grants)
- Recipients commit to producing a (max) 1 page summary to be used in publicity and reporting
- Awards range from \$100 - \$2000

### Evaluation criteria:

- Events that involve more than one unit and events that include students at both the undergraduate and graduate levels will be prioritized.
- Activities must advance Equity, Diversity, and Inclusion in the Faculty of Arts
- Priority will be given to projects hosted within the Faculty of Arts, either in-person or online at McGill and/or in Montreal, Québec.
- Priority will be given to pre-tenure faculty and first-time applicants to DADF/AOF
- Potential for reach outside McGill // Plan for outreach/knowledge mobilization/dissemination
- Justification of the budget
- Funding is to be confirmed from other sources if requesting >\$500:
  - o Researcher
  - o Department

### Application Process:

- Please ensure all fields are filled in
- All information should be in the application form. No other attachments accompanying the form will be accepted
- Send the completed form to [aof@mcgill.ca](mailto:aof@mcgill.ca)
- Applications submitted past the deadline will not be considered
- In the case that the applicant is also the Department Chair, the Dean should sign the application

## **APPLICANT INFORMATION**

**Faculty Member Name:**

**Faculty and Department/Unit:**

**McGill Email:**

## **PROJECT INFORMATION**

**Project or Event Title:**

**Start Date:**

**End Date:**

**Funding Amount Requested (between \$100-\$2,000):**

**(Note: AOF requests >\$500 should include a cash contribution from funds from another source, for example those held by the applicant or the department/unit)**

**Has this event or initiative received AOF or DADF funding in the past?**

**Yes      No**

**If 'Yes', how much and when was the last time AOF or DADF funding was received?**

**Description:** Provide a brief description of the project or event. The objectives of the project or event should be stated clearly. Include information such as the names of guest speakers, the units and departments involved, the number of participants or attendees expected, etc. The more details you can provide the stronger your application will be. Limit description to 500 words maximum.

Please indicate whether your planned activity includes more than one unit in the Faculty of Arts [100 words max]

Please indicate how this activity involves/supports the student learning/research experience in the Faculty of Arts [100 words max]

Please describe if and how your planned event or activity engages with or reaches non-academic audiences (e.g. general public, government, industry, civil society, etc) [100 words max]

How does your activity advance Equity, Diversity, and Inclusion in the Faculty of Arts[100 words max]

## PROJECT BUDGET

**The AOF does not fund individual faculty member research projects, honoraria, or salaries**

Please use the table below to indicate your proposed budget and the sources of funding for your expenses. Indicate both how AOF funds will be spent and other sources of funding for additional expenditures. That is, if you will apply for or are receiving other sources of funding, e.g., from your Department or School, etc. Specify what those funding sources will be used for.

	Amount	Explanation
<b>Revenue</b>		
<b>AOF funding requested</b>		
Other funding: <i>list each source separately in the lines below. Include sources that are not yet confirmed – e.g., if you applied to your unit and are waiting to hear back</i>		Explain how each funding source will be used (e.g., <i>this funding was given to cover catering</i> )

<b>Total Revenue</b>		
<b>Expenditures</b>		
Honoraria		Must be funded by other sources
Catering/Receptions/Meals		
Room Rental		
Travel		e.g., guest speaker airfare, hotel, etc.
Advertising/Publicity		
Printing		
Website expenses		
Materials and Supplies		
Other (specify)		
Other (specify)		
Other (specify)		
<b>Total Expenditures</b>		
<b>Balance</b>		

**PAYMENT INFORMATION**

Funding for Faculty applications is usually distributed to the applicant’s fund or a fund within their unit. Please provide the complete FOAPAL. Please note that we cannot transfer funding to research grant funds or other restricted funds, so a discretionary fund is preferable. If requesting funds to be transferred to the Department/Unit, ensure you have spoken with your Department Chair/Unit Director and finance staff to obtain a complete FOAPAL. Funding will not be disbursed to an individual or personal addresses.

**FOAPAL:**

**By submitting your proposal, you acknowledge your commitment to the following should your application be successful:**

- All budgeted activities will comply with McGill Financial Services (especially Travel policies)
- Reporting: No later than 1 month after the event, you will provide a short (maximum 1 page) summary of the event to aof@mcgill.ca and an image (e.g. photo/poster/etc) that could be used in reporting to donors/included in Faculty of Arts documents and McGill Website

## **APPROVAL:**

All projects must be approved by your Department/School/Unit Chair/Director. If you are the Chair/Director for your unit, the form may be signed by the Dean.

**Department Chair/Unit Director Name:**

**Chair/Director Signature:**

**Date:**