

Community Fund – Overview

The Department of Chemical Engineering is committed to creating a culture of belonging and inclusion. Towards this goal, we have created the Community Fund to support community-oriented activities and programming for members of our community. The Community Fund offers the Chemical Engineering community the opportunity to create and host events in the Department that strengthen and enhance our community culture.

We invite all members of the ChemE community to submit applications for creative programs and events that support the Department's mission to create a welcoming and inclusive culture. Applications will be reviewed by a subset of ChemE's DEI Committee.

Applications will be considered on a rolling basis and should include the following:

- Detailed proposal (2 pages maximum: one-page narrative and one-page breakdown) which
 1. identifies and addresses a community need,
 2. a description of the proposed plan to addressing it and
 3. the potential impact if successful, including any anticipated long-term benefits for the Department to foster community building.
- A detailed breakdown of how funds will be spent and the anticipated timeline:
 - Number of participants
 - Number of events
 - Cost of publicity
 - Cost of food and beverages
 - Cost of local transportation
 - Cost of materials and services

Events requests should address the community and renewal **objectives from the department's Strategic Plan**:

- **Belonging:** Create a culture in which all community members feel welcome, enabling inclusion and using established best practice in DEI.
- **Achievement:** Enabling individual successes across a diverse community.
- **Composition:** Continue to position ChemE as a global leader and community by serving as a magnet for a wide range of talented people.

Funding will not cover the following:

- Equipment (computers, furniture, video equipment, tents, etc.)
- Research/design work/major & course-related work
- Alcohol
- Air travel, hotel accommodations, off-campus retreats, or distant trips
- Past events
- Food for planning meetings
- Gift cards and prizes

(Funds to support Speaker Fees or Stipends may be requested, but are subject to approval by DEIC Leadership and the Department Head)

Upon completion of the event or program, organizers are required to report on their project with a summary of the event or activity, a budget that reflects actual costs, descriptions and demographic data on attendees, photos, and marketing posters. (We encourage coordinating with the Department's social media managers to highlight the event when appropriate to celebrate the event!)

Community Fund proposals and any related questions should be emailed to communityx@mit.edu. All applications will be reviewed within two weeks of submission.

Application – Project Breakdown

Details			
I am applying as a	<input type="checkbox"/> Graduate Student <input type="checkbox"/> Undergraduate Student <input type="checkbox"/> Staff <input type="checkbox"/> Postdoc/Scholar/Fellow <input type="checkbox"/> Faculty/Lecturer		
Primary applicant name			
Primary applicant email			
Organizers			
Partnering Organizations			
Event name			
Event location			
Anticipated start date		Anticipated end date	
Anticipated start time		Anticipated end time	
Target Audience			
Estimated Attendance			
How/where will you publicize your project?			
If applying as a student group/staff group, please indicate that group here:			
MIT Cost Object (account number for funds transfer)*			

Budget				
<input type="checkbox"/> Applicant will attach a separate, itemized budget sheet instead of filling out this budget table If you are attaching an itemized budget document, instead of filling out this table, please be sure to include all the categories listed in the provided budget table i.e. items, vendor, payment method etc.				
Item	Vendor	Payment Method <small>(RFP, Cost Object, PCard)</small>	Date Funds Need By	Amount
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
Total Requested				\$
Total Requested/Received from partnering organizations				\$

* (Notes: this is not your student account or MIT ID number; if you do not have a Cost Object, type N/A)

Application – Project Narrative

Describe your project in 3-5 sentences. Please include the community need your project identifies and a description of how your project addresses it.

Project requests should address the community and renewal [objectives from the department's Strategic Plan](#). Which strategic plan objectives does your project fall into? Briefly explain how your project falls into one or more of the strategic plan objectives.

What are your desired outcomes for the project? How will you measure the successes/risks of your project? Include any anticipated long-term benefits for the Department to foster community building.

Please provide a timeline and description of your implementation plan.

Application – Agreement & Signature

I understand that the DEIC will not review/fund any of the following bulleted items. I will not use any designated DEIC community funds to purchase:

- Equipment (computers, furniture, video equipment, tents, etc.)
- Research/design work/major & course-related works
- Air travel, hotel accommodations, off-campus retreats, or distant trips
- Alcohol
- Past events
- Food for planning meetings
- Gift cards and prizes

I understand that if a purchase is made using personal funds, MIT's tax ID number or tax-exempt form should be provided before completing the purchase to avoid being charged sales tax. If a purchase is made that includes sales tax, I understand that the sales tax amount must be removed from any reimbursement requests, as MIT will not reimburse the sales tax. Once charged tax for the purchase, the seller is unlikely to remove the tax after the sale is made.

I understand that if my project includes any of the bulleted items below, supplemental instructions and requirements will have to be provided in collaboration with the ChemE Program Coordinator and potentially additional department/institutional resources.

- Entertainment
- Movie Screenings
- Interactions with Children (under 18)
- Open to the public (non-MIT)
- High Attendance (over 100)
- Car Rental
- Travel Off Campus (for participants)

I understand that funds to support Speaker Fees (honorarium, travel etc.) may be requested, but are subject to approval by DEIC Leadership and the Department Head

I understand that upon completion of the event or program, organizers are required to report on their project with a summary of the event or activity, a budget that reflects actual costs, descriptions and demographic data on attendees, photos, and marketing posters.

Template questions/forms to gather and receive feedback from your audience can be provided upon request. (We encourage coordinating with the Department's social media managers to highlight the event, when appropriate, to celebrate the event!)

I understand that all Community Fund applications will be reviewed within two weeks of submission. Applicants should be mindful of time to coordinate and execute projects (normally about a month). The DEIC will not review/fund projects in the past or that fall within the two week review period.

Signature

Date

We are piloting a new application and would love your feedback on the application and process – [click here](#) to provide your feedback.