

## **Chancellor's Committee on the Status of Lesbian, Gay, Bisexual, and Transgender Issues**

Some steps to take as you consider funding:

1. Gather the details on the proposed activity: who would be involved, when it would occur, what campus groups or units would support it, and what expenses would result (budget proposal)
2. By examining their goals, determine which of the three standing subcommittees should be approached with a request for support. Identify the chair, and have an initial conversation or e-mail exchange to present the activity details (1) and explore funding possibilities. The chair will provide feedback on the types of activities the subcommittee supports, limitations on what CCSLGBTI can fund (food, for example, can only be funded if the activity invites off-campus participants), the appropriateness of the activity to the subcommittee, and whether funds are still available
3. Write a short statement explaining how the activity meets one or more of the subcommittee goals. This step helps meet the first criterion
4. Arrange for commitments of support from other groups. Multiple-way funding matches assure that other groups and units on campus are supporting LGBT activities and that the CCSLGBTI budget is producing the biggest impact possible. For example, if students want to participate in a conference away from campus, there are several funding sources: Pride, special fund-raising events (bake sales and the like), the student's major departments (such as Gender and Women's Studies, Political Science, History, and so forth), and the individual students themselves. If each of those sources puts in a share, then the proposal meets the second and third criteria
5. Consider what benefit or impact the activity will have at UIC, and write a brief description of the expected outcome (a sentence should be sufficient). If the funding will go to an individual (for research or travel, for example), also include a sentence indicating what commitment the individual will make to disseminate the information or other benefits of the activity to the campus community. Returning to the foregoing conference example, the students might commit to report what they learned from the conference at a series of Pride-organized on-campus workshops or brown-bag discussions, for instance, or to share the conference experience with the campus in some other way
6. Finally, submit the details of the activity (1), the goal statement (3), the other commitments of support (4), and the outcome description (and dissemination commitment, if applicable) (5) to the chair of the standing subcommittee at least one month before a funding commitment is needed (several months before the activity would take place)
7. The subcommittee chair will review the proposal and poll committee members on whether to support the activity. If the members are in consensus not to provide funding, the chair will return the proposal immediately, indicating it was turned down. This is especially likely late in the funding year as CCSLGBTI budget is exhausted. Otherwise, the chair will forward the proposal with the subcommittee's endorsement to the Executive Board, who will review and vote. The co-chairs will then report the result, and the subcommittee chair will inform the applicant
8. Once an activity is approved, the progress of the event will be monitored by the CCSLGBTI co-chairs. All publicity materials must contain the full name of the committee as a sponsor or cosponsor ("Sponsored by the Chancellor's Committee on the Status of Lesbian, Gay, Bisexual, and Transgender Issues" - not "Sponsored by the CCSLGBTI"). All publicity materials and any receipts or other documentation should be submitted to committee graduate assistant as soon as the activity has concluded. Please keep in mind that all requests requiring food must be accompanied by publicity materials that explicitly invite outside guests from off campus, and all vouchers requiring food must include the number of outside guests, including participants from campus broken down by category (faculty, staff, students). The CCSLGBTI cannot provide funds for purchasing gifts, tickets, equipment, or alcohol, although it can provide funds for equipment rental