



### Equity, Diversity, Indigeneity, and Inclusion Fund Application Form

Effective September 1 of each contract year, \$20,000 are made available in order to contribute to the continuous development of scholarship and to aid in educational dissemination of teaching and learning. \$10,000 will be directed toward Indigenous Knowledge endeavours and \$10,000 will be directed toward other EDI work.

Funds will be available for expenses associated with, but not limited to, guest speakers, incorporating experiential learning directed towards EDII, travel to scholarly or pedagogical conferences on EDII, and EDII training. Applications will be adjudicated by the Office of Faculty Relations in consultation with the AVP: EDI or the AVP: Indigenous Initiatives, as applicable.

#### Criteria and Procedure:

1. Member must be teaching during the academic year in which they apply (academic year is September 1<sup>st</sup> to Aug 31<sup>st</sup>)
2. Members submit the completed application form electronically to: [CTFprofdev@wlu.ca](mailto:CTFprofdev@wlu.ca) and copied to Department Chair and Dean or, University Librarian, as appropriate.
3. Any use of EDII funds shall be concluded on or before August 31<sup>st</sup> of the academic year
4. Applications for funding are accepted and processed on a first come, first serve basis

The maximum grant under this fund is \$2,000 and the minimum grant is \$500 unless the Member requests a lesser amount.

Principal Applicant	
WLU ID Number	
Department/Program	
WLU Email address	
Indicate terms teaching this academic year:	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring

Amount requested (max. \$2000) \$ \_\_\_\_\_ **and** term in which funds required: \_\_\_\_\_

Project title:

1. Summary of the EDII Activity (500 words):

2. Describe the relationship of the proposed activity to the Member's teaching and/or professional responsibilities (500 words)

3. Budget: All rates must comply with the Laurier Expense Reimbursement Handbook.

<b>Travel and Transportation (attach estimates)</b>			<b>Total Costs:</b>
Dates of Travel	Place	Transportation Mode	
<b>Accommodations</b>			
Cost per Day	Number of Days		
<b>Meals</b>			
Allowance per Day	Number of Days		
\$70			
<b>Personnel Costs (if applicable)</b>			
Rate per Hour	Number of Hours	Benefits	
		14%	
<b>Materials/Supplies</b>			
<b>Other Expenses (See above. Specify nature, rate and total of each)</b>			
<b>TOTAL \$ (may not exceed \$2000)</b>			

Budget Justification: For each item listed above, give a brief justification in terms of the needs of the proposed activities. These expenditures must be fully justified in terms of the needs of the proposed activities.

**CHECKLIST**

Please note, all applicable items in the checklist must be checked off before the application can be reviewed. Applications submitted without the completion of this section will be returned to the applicant.

- I have read Article #28.9 in the Contract Teaching Faculty and Part-time Librarians Collective Agreement in its entirety
- I have read the guidelines/regulations for this grant category.
- I have included proof pedagogical development, proof of presentation acceptance to conference, *if* applicable **bearing all required signatures**
- I am submitting 1 electronic copy of this application (**in a single file**) to [CTFprofdev@wlu.ca](mailto:CTFprofdev@wlu.ca) and my Dean or University Librarian

**NOTE:**

The University's correspondence with Members is via the member's Laurier designated email address (Article 4.2.5)

Questions may be emailed to: [CTFprofdev@wlu.ca](mailto:CTFprofdev@wlu.ca)