



## **CULTURE IN THE CLASSROOM PROPOSAL & INCLUSIVE SYLLABUS REVISION FORM**

Culture in the Classroom presents annual funding that is designed to enhance a faculty member's ability to provide education on culturally diverse topics related to their course content. Approved funding can be used in multiple ways including class visits to important cultural spaces, tickets or transportation funding to cultural events, payment to outside speakers, workshops designed to promote cultural sensitivity and awareness, and programming that furthers curricular transformation. This programming can include discussions and activities aimed at the decolonization of social, cultural, and historical topics, promotion of non-Western perspectives, education on lesser-known histories, practices, or cultures, and advancement of culturally diverse perspectives in art, history, design, writing, and research. Explain the intended activity, its purpose, and the educational targets you wish to meet through use of this funding in your proposal below. You may include the specific social and/or cultural identities that you wish to highlight through this activity. They can include, but are not limited to, race and/or ethnicity, gender, social class, ability, sexual orientation, religion/spirituality and nationality.

### **Proposal Application Guidelines**

- Submit one proposal form for each planned activity; do not combine multiple funding requests in one proposal.
- Submit a simple budget that denotes your requested funding and a breakdown, if any (ex: if you request funding for tickets and transportation to a cultural event, include breakdown of ticket and transportation funding request). If you have a single funding request, omit this breakdown (ex: honorarium for outside speaker, flat fee for workshop, etc.).
- Send completed proposals to the Executive Assistant to Academic Affairs, Caitlin Balch, at [academicaffairs@moore.edu](mailto:academicaffairs@moore.edu) at least two weeks in advance of your planned activity.
- All proposals will be evaluated on a monthly basis.
- The Office of Academic Affairs will seek to provide full funding for each proposal, although full funding is not guaranteed.
- You will be notified that your request has been granted or denied within two weeks via email. If funding is granted, you will be sent an approval memo with the amount of approved funding.
  - If you spend over your approved funding, you cannot apply the overage to Culture in the Classroom. Please mind your approved budget.
- Faculty who are approved for funding are encouraged to send a funding request to the Office of Academic Affairs as necessary and that office will assist with purchasing for the activity.

- o Faculty who choose to manage funding on their own must do one of the following: complete the purchase on their own and submit reimbursement forms to the Office of Academic Affairs or request their department Chair to complete the purchase using their department procurement card. This funding will be allocated to the Culture in the Classroom budget line and will not affect the departmental budget.

**PLEASE NOTE:**

*The Office of Academic Affairs will guide purchases of event, program, or supply requests as needed. Faculty may generally rely on the purchasing power of this office to fund their requests provided that the office is given sufficient notice.*

<b>FACULTY NAME</b>	
<b>COURSE NAME</b>	
<b>DATE OF REQUEST</b>	
<b>NUMBER OF STUDENTS</b>	
<b>DATE(S) FUNDS WILL BE USED</b>	
<b>TOTAL COST</b>	
<b>AMOUNT REQUESTED</b>	
<p><b>Please briefly describe your funding request and include links to any events, programs, speakers, or publications where applicable. Provide your simple budget and breakdown, if applicable, here or in an attached document.</b></p>	
<p><b>Please explain the intended activity, purpose, and your educational goals for this activity as they relate to the goals of Culture in the Classroom.</b></p>	

## Inclusive Syllabus Revision Grant

To encourage faculty to take the time to research, rethink, and redesign courses relative to making them more inclusive, making the content or approaches more diverse, and the teaching methods and tools more accessible, funding from Culture in the Classroom will be set aside for syllabus revision grants. The grants will be awarded in 2 stages: the proposal stage and the completion stage. Faculty can receive up to \$500 at each stage.

The awards will be scaled based on the extent of revision, with the most complete rethinking, reworking receiving full funding. All revised syllabi should be compliant with ADA specifications, including the course's Moodle site. The goal of this funding is to encourage faculty to make their courses more diverse (in content, approach, evaluation methods), more inclusive of multiple points of view and ways of learning, and more accessible to all of our students and to provide compensation for faculty to do this work.

- Submit a short statement of how you intend to revise the course/syllabus in the form below.
- Attach the original syllabus.
- Send completed proposals to the Executive Assistant to Academic Affairs, Caitlin Balch, at [academicaffairs@moore.edu](mailto:academicaffairs@moore.edu).
- All proposals will be evaluated monthly.
- You will be notified that your request has been granted or denied within two weeks via email. If funding is granted, you will be sent an approval memo with the amount of approved funding.

<b>FACULTY NAME</b>	
<b>COURSE NAME</b>	
<b>SEMESTER(S) COURSE IS OFFERED/REQUIRED</b>	
<b>DATE OF REQUEST</b>	
<b>Please briefly describe how you plan to revise this course/syllabus. Include links to any potential research or content you plan to use. Please attach the current syllabus.</b>	

**Once the revision is complete, please attach the final revised syllabus, the original syllabus, and a short statement of any changes made that may not be evident from the document.**