



STUDENT EQUITY FUNDING REQUEST FORM

Use this form to request Student Equity funds for activities related to eliminating equity gaps at our college. Supporting data on equity gaps can be found at www.lamission.edu/irp/equity.aspx.

Prior to submitting your request, please review the **list of ineligible expenditures** on page 3 to ensure that your proposal meets the requirements for funding. Requests are reviewed and voted upon by the Student Equity Committee on a first come, first served basis.

Submit the completed form via email to the Student Equity Coordinator, Sarah Master, at mastersl@lamission.edu with a copy to the Vice President of Academic Affairs, Michael K. Allen, at allenmk@lamission.edu. The Student Equity Coordinator will inform you of the status of the Committee's decision.

Requestor Name/Title:

Date:

Department/Discipline/Unit/Program:

Project Name:

Total Amount Requested: \$

Briefly describe your project below.

What are the project objectives? Please cite the specific equity gap(s) addressed by your project and the specific improvements in these gaps that your project hopes to achieve.

How does your project align with the goals and objectives of the Student Equity Plan and the College's Strategic Master Plan?



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What is the timeline for completion of the project? Include beginning and ending dates.

Please include a detailed program budget below. Ensure that your detailed budget total is the same as the total amount requested above.

Which of the following eligible expenditures does your project fall under? (Check all that apply.)

	Targeted outreach to potential student groups and communities identified in the Student Equity Plan as being from disproportionately impacted groups, including targeted publications and outreach materials.
	Student services and student services categorical programs that directly support improved outcomes on success indicators for target populations prioritized in the Student Equity Plan.
	Research and evaluation related to improving student equity.
	Hiring staff directly supporting and implementing student equity activities.
	Support for student equity planning processes.
	Food and beverages for equity-related planning meetings, professional development or student gatherings.
	Professional development, including funding of consultants to educate faculty and staff on the effects of inequities and strategies to reduce them; methods for detecting and researching inequities and their effects on college programs and local communities; improving the use of data, and effective practices and methods for addressing and improving outcomes for under-served students.
	Developing or adapting academic or career related programs, curriculum and courses to improve student equity outcomes.
	Providing embedded tutoring, counseling support for learning communities and other instructional support services that do not generate FTES.
	In-state travel in support of student equity. Out-of-state travel for college employees or students will be considered on a case-by-case basis, with approval from the Chancellor's Office.
	Computers and related peripherals to be used primarily by students, excluding large-scale technology projects.
	Other Direct Student Support including books, miscellaneous supplies and materials for students, student transportation and child care.



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Ineligible Expenditures and Activities for Student Equity Funds

Student Equity funds may **NOT** be used for the following:

1. Construction, maintenance or purchase of buildings -- Student equity funds may not be used for the construction, remodeling, renovation, maintenance or purchase of buildings.
2. Gifts -- Public funds, including student equity funds, may not be used for gifts or monetary awards of any kind.
3. Stipends for Students -- Student equity funds cannot be used to pay stipends to students for participation in student equity activities.
4. Computers and related technology to be used primarily by faculty and staff, office supplies and furniture -- Student equity funds cannot be used for purchasing computers for use by employees, office supplies or furniture (desks, chairs, bookcases, etc.)
5. Other Administrative, Faculty or Staff Salaries and Benefits -- Student equity funds cannot be used to pay for any staff or administrative overhead costs that do not directly support student equity described in the college's approved plan, such as budget office staff, business office staff, etc.
6. Political or Professional Dues, Memberships, or Contributions -- Student equity funds cannot be used for these fees or expenses.
7. Rental of Off-Campus Space -- Student equity funds may not be to pay for off-campus space.
8. Legal and Audit Expenses -- Student equity funds may not be used to pay for legal or audit expenses.
9. Indirect Costs -- Student equity funds may not be used to pay for indirect costs, such as heat, electricity, or janitorial services.
10. Unrelated Travel Costs -- Student equity funds may not be used for the cost of travel not directly related to student equity activities or functions.
11. Vehicles -- Student equity funds may not be used to purchase or lease vehicles.
12. Clothing -- Student equity funds may not be used to purchase clothing such as jackets, sweatshirts, tee shirts, or graduation regalia (with the exception of required work uniforms for students).
13. Courses -- Student equity funds may not be used to pay for the delivery of courses, including tutoring and supplemental instruction that generate FTES.
14. Unrelated Research -- Student equity funds may not be used for institutional research that is not directly related to evaluating or improving student equity outcomes.
15. Supplanting -- Student Equity funding may not be used to supplant general or state categorical (restricted) district funds expended on Student Equity activities prior to the availability of Equity funding beginning in the 2014-15 FY. Any direct student support provided should supplement, not supplant any services provided to students currently participating in college categorical programs and any other federal, state, and county programs.