

# CRC Equity, Diversity, and Inclusion Small Grant Program

The Community Relations Commission was established to assure all residents of equal service and treatment. The Commission works to improve inter-group relations without regard to race, color, religion, ancestry, national origin, veteran status, sexual orientation, age, marital status, familial status, disability, gender identity, gender expression, military discharge status, housing status or order of protection status. It works to ensure good human, race and community relations and reduce tensions.

The Community Relations Commission strives to partner with groups in Oak Park that lead community programming involving issues related to diversity, equity, inclusion. The CRC has a small grant program to support community activities that advance our goal to ensure good human, race, and community relations.

Funds to support community programming will be allocated by evaluating the project's alignment with the CRC mission, intended outcomes and audience, and likelihood of success. Please submit your proposals by Oct. 4, 2019. Decisions for funding will be made at the CRC meeting on Oct. 16, 2019. You can either submit your proposal here or submit proposals by email in a Word document to Cedric Melton at [cmelton@oak-park.us](mailto:cmelton@oak-park.us). Please use the subject line "CRC Support Proposal."

Funds may be used to pay for expenses of activities that have already occurred, or for events that will take place before December 31, 2019. No project is too small and all are welcome to apply! Awards may be given up to \$1,000.

\* Required

**Project Name or Description: \***

Your answer

**Contact Person: \***

Your answer

**Organization Name (if applicable):**

Your answer

**Address: \***

Your answer



Telephone Number: \*

Your answer

Email Address: \*

Your answer

1. Background/Introduction: Please give us information about your organization and tell us about some of the work you've already done in Oak Park. \*

Your answer

2. Project Goals and Scope: Tell us about your project/program/activity. We are particularly interested in your goals for the project and your reasoning behind how this project/program/activity will meet those goals. Share with us about the scope of your project – how many people will be involved, and how far will your programming reach? \*

Your answer

3. Timeline: When will your project/event/program take place? If you are advertising for your event, when will you begin? \*

Your answer

4. Evaluation Plan: What does success look like? How will you know that participants learned what you want them to learn, or do what you want them to do? How will you evaluate the effect of your project/event/program? \*

Your answer

5. Possible Roadblocks: What might you need to overcome to ensure success? How will you anticipate and mitigate challenges? \*

Your answer



6. Budget: Please include a line item budget for your project/event/program. Please note that the funds for this initiative are limited, and the CRC may not be able to fund all or any of the project/event/program. \*

Your answer

7. Reporting: A post-project report will be due to the CRC within 2 weeks of completion of the project. The report must include a write-up that summarizes the results of your evaluation (as described in #4 above.) Additionally, the report must include a description of any follow up activity that will occur as a result of your project. Please send reports in a Word document to Cedric Melton at [cmelton@oak-park.us](mailto:cmelton@oak-park.us). I agree to submit a post-project report. \*

☐ Yes

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## **Community Relations Commission**

### **Equity, Diversity, and Inclusion Support Proposal**

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*Contact Person:*

*Organization Name (if applicable):*

*Address:*

*City, State, Zip Code:*

*Telephone Number:*

*Email Address:*

- 1. Background/Introduction**
- 2. Project Goals and Scope**
- 3. Timeline**
- 4. Evaluation Plan**
- 5. Possible Roadblocks**
- 6. Budget**
- 7. Reporting**

1. Background/Introduction



Please give us information about your organization and tell us about some of the work you've already done in Oak Park.

## 2. Project Goals and Scope

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## 3. Timeline

When will your project/event/program take place? If you are advertising for your event, when will you begin?

## 4. Evaluation Plan

What does success look like? How will you know that participants learned what you want them to learn, or do what you want them to do? How will you evaluate the effect of your project/event/program?

## 5. Possible Roadblocks

What might you need to overcome to ensure success? How will you anticipate and mitigate challenges?

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Please include a line item budget for your project/event/program. Please note that the funds for this initiative are limited, and the CRC may not be able to fund all or any of the project/event/program.

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