**Equity Funding Process and Timeline**

**Process:**

If Equity funding is available, there will be a call for proposals made to all Gavilan College employees at the beginning of the fall and spring terms to submit funding proposals for consideration to the Equity Committee Funding subgroup, which consists of Equity Committee members and the Equity Committee Chair. The Equity Proposal framework will be used for all proposals seeking funding and incomplete proposals or proposals that do not use the specified format will not be considered.

Only requests for funding over $1,000 require submission of an Equity funding proposal. All requests for funds under $1,000 should be sent directly to the Vice President of Students Services and Equity Committee Chair, Eduardo Cervantes for approval.

Proposals submitted by the established deadline will be reviewed by the Equity Committee Funding subgroup and rated using the following Equity proposal scoring rubric. The Equity Committee Funding subgroup will make a recommendation to the larger Equity Committee and to Cabinet for funding that proposal. If a proposal is not recommended for funding, the Equity Committee finding subgroup will share the rationale for not recommending the proposal for funding to the Equity Committee as well as the department who submitted the proposal.

The Equity Committee will review proposals in advance of the Equity committee meeting so that a well-informed discussion regarding the recommendation for funding can take place and consensus can be achieved during the meeting.

**Funding Cycle and Timeline:**

If Equity funding is available, there will be a call for proposals during the first week of the fall and spring terms with a deadline date of Friday of the third week of that term. Equity proposals will be reviewed and a recommendation made between weeks 4-8 of the term after the deadline has passed and all proposals have been received. Further information and/or a presentation to the Equity Committee may be requested in order for the Equity Committee to make an informed recommendation. It is highly recommended for the individual(S) submitting the proposal to be present at the Equity Committee meeting when their proposal is being reviewed.

**Proposals requesting personnel:**

Any personnel requests must follow the established protocol for requesting new personnel, which includes a review by the college budget committee and Cabinet.

**Equity Funding Assessment and Progress Updates:**

All funded proposals are expected to submit a progress update and a final assessment of the funded activity/project.

**After your proposal is funded:**

All fiscal transactions are facilitated through the office of the Vice President of Student Services. Please contact Grace Cardinalli for assistance with processing your financial transactions after receiving funding.

**Equity Committee Funding Subgroup Members:**

Carina Cisneros (subcommittee chair), Claire Boss, Eduardo Cervantes (Equity Chair)