Catalyst Mini-Grant Application

Informational, eligibility details, and link to submit survey
Please answer all questions briefly but clearly.

Background

Purpose
Briefly describe the problems, needs, or goals to be addressed by the project, and why the effort is necessary. Consider how the project aligns to one or more emphasis areas, such as Education and Outreach, Scholarship and Practice, or Strategies and Solutions.

Background
Briefly summarize key background information that readers need to understand the project. What does a person need to know to appreciate your purposes, plans, and goals? Is there important history or context worth mentioning?

ASU Charter
Briefly describe how the project aligns with the ASU Charter and the overarching mission to advance inclusion, equity and related goals.

Action Plan

Activities
Briefly but clearly describe the activities that will be conducted. What are the major steps and milestones? (e.g., workshops, panels, podcasts, research incubator, etc.)

Timeline & Deliverables
Briefly describe the anticipated dates of key milestones or events to occur before May 2023. When and how will you know you were successful and had the impact that you intended?
**Team & Resources**

**Team Members**
Briefly describe who is involved in the project and what their roles and skills are.

**Resources**
Briefly describe the resources that your team already has access to that will support the project. These resources may be physical, equipment, financial, and so on. Examples include meeting space, cameras and microphones, and funding from other sources.  
*Note that preexisting funds or “matching funds” do not disqualify any proposal—strategic leveraging of prior resources is considered a strength rather than a limitation!  
You may use this space to identify non-monetary “gaps” in your resources and request help, such as assistance with event scheduling, logistics, and technology.*

**Budget & Justification**

**Budget Details**
1. Provide an itemized list of all major costs and known rates for calculating those costs. *For example, if funds are requested to obtain equipment, quote the purchase cost or rental fees (e.g., amount per hour). If a guest speaker is being invited, quote their honorarium fee. Please include any cost documentation you may have with this submission.*

2. In order to receive or disperse funds, groups will need a university account (Cost Center or Project Group). Do you have an account already? If yes, please provide that information. If no, please notify us at cci@asu.edu if you will need assistance setting one up.

**Justification**
Briefly describe how each budget item contributes to the success of the project. *In some cases, the costs will be obviously necessary for the project. Use this space to ensure that all financial requests are equally clear.*

**Thank you for completing this application!**

*Please upload this document along with any additional material to inclusion.asu.edu/ccig/