



CERRITOS COLLEGE

Diversity, Equal Employment Opportunity Advisory Committee

Grant Objectives and Procedures



At Cerritos College, diversity, equity, and inclusion (DEI) are core values of our Mission and Vision. Funding is available to support events and activities that contribute to meeting these values.

Those requesting funds should review in detail the Statement of Diversity, Equity, and Inclusion, and the Diversity Action Plan. These documents can be found at:

www.cerritos.edu/hr/diversity/default.htm

Application timeline

- No less than 90 days for third party contracts (speakers, performers, etc.)
- No less than 60 days for vendors or requests of \$1,000 or more
- No less than 45 days prior to the event for all other requests

Objectives

- Advancing Cerritos College's mission and core value of diversity
- Promote the diversity and inclusion among faculty, staff, and students
- Increase awareness of diverse issues and cultures at Cerritos College
- Engage students, faculty, staff, and community members in diversity issues, events, and discussions

Procedures

1. Complete line-item budget form.
 - a. If you are funding this activity through different funding sources on campus, please keep in mind the vendor will receive a separate payment check from this grant application. We will not be able to combine payments with other campus funding sources.
2. Submit the grant application [here](#)
3. If you are requesting more than \$1000, DEEOAC may send some additional questions and/or request that you attend a meeting.
4. DEEOAC may request one resubmission with additional information before approval.
 - a. Resubmission requirements and/or timelines will be established on a case-by-case basis.
5. Post Event Requirements:
 - a. Submit receipts, sign in sheets, evaluation forms (provided by the DEEOAC), and any non-food items purchased with DEEOAC funds to Lauren Elan Helsper in the Office of Human Resource Services.

Questions about the grant process should be directed to Diversityfundrequests@cerritos.edu.