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University of New Mexico-Gallup Campus
Staff and Faculty Mini-Grant Application Form
For 2016 - 2017 Fiscal Year

(please type or print)

Division Arts & Sciences Project Title: HERstory Month

New Project: Yes No

Have you received funding this fiscal year? Yes No

1. Description of the project: **A group of faculty and staff have come together to plan a HERstory Month celebration that extends throughout the month of March at UNM Gallup. The month-long celebration commemorates Women’s History Month, which is celebrated nationally every March. The aim of our HERstory Month project is to celebrate the achievements and contributions of women on our campus, in our local communities, and in New Mexico throughout history and to present day. The month-long celebration and recognition of women in history will include presentations by UNMG faculty and staff, invited speakers, film showings, a panel discussion, a women’s resource fair, and other events that may be organized in collaboration with the UNMG Student Senate, LGBTQ Center, and the Student Veterans Association (and possibly other groups).**
2. Rationale for how the project will benefit the faculty, staff, students, UNM-G, or the communities at large: **This project directly benefits students, staff, faculty, UNM-G, and the local communities at large because it offers students, staff, faculty, and community members the opportunity to learn about, recognize, and honor women’s contributions to our families, communities, campus, and state. The month-long celebration will bring in speakers from the community, helping UNMG to strengthen community ties. The events and activities also will directly and explicitly support and encourage our women students, staff, faculty and community members, demonstrating that UNMG supports women and education, as well as equality and our vital civil and human rights.**
3. Expected outcomes or products of this project: **This project will bring together UNMG students, staff, and faculty and community members in a supportive and empowering way to organize events and activities that will directly benefit UNMG and all those involved by cultivating a sense of unity and solidarity that is needed on our campus and in our local communities, as well as in our state.**
4. Describe the timeline for the project, resources needed, and the person responsible for each action step.

When: **The month-long celebration will commence February 27th with invited speaker Anna Redsand, who will be doing a reading from her recent book. The celebration will continue on Mondays and Thursdays during the month of March 2017. Our planning committee has now divided into planning teams to work on the following sets of events/activities: 1) Women’s Resource Fair and Open-Mic Event to be held from noon to 4p.m. on March 29, 2017; 2) Film Series to be held in the afternoons (specific dates are still pending); 3) Women’s Panel Discussion to be held on a Monday or Thursday yet to be determined; 4) Women Speakers Series (4 speakers will be invited and dates are yet to be determined; and 5) Wrap-Up event to be held March 30th at 5:30p.m. (specific event type is still pending). Our teams will be working diligently in the next 2 weeks to organize and finalize the planning of these proposed activities and events.**

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02/06/17 2:38pm
[Signature]

Action Step: **Our general planning team has met twice to set an overall plan for the month-long celebration. Individual members are now working in teams to organize and coordinate the individual events and activities that are part of this month-long celebration and will continue to meet as needed until each event or activity is completed.**

Resources Needed: **We will primarily be using space on the UNMG campus, including Gurley Hall main floor and possibly the small lecture room on the first floor of Gurley Hall for films and speakers. We will also need microphones and presentation equipment that we will request with our Facilities' Request Forms for the individual events and activities. Other potential resources needed are presented in the estimated budget with justifications below.**

Responsible Person: **Dr. Shirley Heying, Assistant Professor of Anthropology and Dr. Tracy Lassiter, Assistant Professor of English**

5. Estimated budget with justifications:

A) Resource Fair & Open-Mic Event

Snacks & Beverages (based on quotes from Costco Albuquerque)	\$200.00
Copies of Flyers and Event-related Promotional Materials	50.00

B) Film Series

Copyright Permissions for 2-3 Films (quoted from Zollinger Library Staff)	\$623.00
Color Copies of Flyers and Posters of series	15.00

C) Women's Panel Discussion

Mileage for 4 speakers/groups (\$.19/mile* x 280 miles x 4 speakers/groups)	\$212.00
<i>*Based on UNM travel policy reimbursement rate</i>	
Meals for Individual Speakers (\$20/meal x 1 meal x 8 speakers*)	160.00
<i>*Some non-local groups may bring more than one speaker</i>	
Color Copies of Flyers and Posters of event	25.00

D) Women Speakers Series

Mileage for 3 non-local speakers (\$.19/mile x 280 miles average x 3 speakers)	\$160.00
Meals for 4 total speakers (\$20/meal x 1 meal x 4 speakers)	80.00
Color Copies of Flyers and Posters of speaker events	25.00

E) HERstory Month Wrap-Up Event

Snacks and Beverages (quoted from Costco in Albuquerque)	\$200.00
Paper plates, napkins, plastic utensils	50.00
Other Paper or Craft Supplies (quoted from Walmart)	150.00
Color Copies of Flyers and Event-Related Promotional Materials	50.00

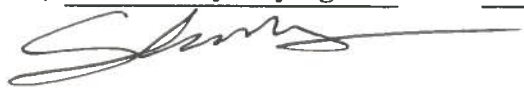
TOTAL ESTIMATED EXPENSES **\$2,000.00**

6. What other funding sources have you explored? Give details.
(Note: funds for this mini-grant must be expended by June 30, 2016)

We have requested additional funding support from our Chief Executive Officer, Dr. Christopher Dyer, but have not heard back yet whether he will have funding available to use for HERstory Month. We will continue to pursue the request for additional funds from Dr. Dyer.

7. If application is approved, the applicant must electronically submit the written final report as a pdf file to the Committee Chair, Alok Dhital, adhital@gallup.unm.edu within two weeks upon the completion of the project.

Prepared by (please type or print): Dr. Shirley Heying Date: 02/6/2017



Approval or Denial (please circle one):

Kathleen M. Head
Division Chair or Supervisor

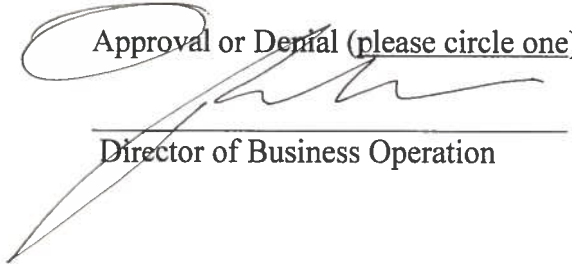
2/2/17
Date

Approval or Denial (please circle one)

Audonita
Chair, Mini-Grant Committee

2/9/2017
Date

Approval or Denial (please circle one)



Director of Business Operation

2-17-17
Date

Reason(s) for denial. (Applicant may resubmit proposal for 2017-18):

Please submit your mini-grant application to Ms. Geralene Lahi, Accountant I, Business Office (SSTC 286, extension 7577), after you obtain your division head's or supervisor's signature.

Due to Mini-Grant Committee by 2/6/2017
Decisions will be announced by no later than 2/16/2016