

## **Eastman Departmental Diversity Initiative APPLICATION**

The Eastman Departmental Diversity Initiative (EDDI) offers funding in support of diversity and inclusion activities within the school. Each department is eligible to receive up to \$1500 each year towards the expenses of an on-campus visit from a guest lecturer, presenter, or performer whose visit will engage the community and/or represent diversity within your musical discipline. Aiming to be consistent with the University efforts in recognizing principles and practices for diversity and inclusion, EDDI will support departmental guests who represent underrepresented populations and/or represent diverse ideas, approaches, or musical styles.

The Inclusion@Eastman Committee meets approximately five times a semester and will consider EDDI applications on a rolling basis during our regularly scheduled meetings. We encourage submissions by the 1<sup>st</sup> of every month with a lead time of at least four weeks prior to a guest's visit to ensure a timely review process. Due to University financial protocols, the Inclusion@Eastman Committee cannot retroactively award funding for guest visits that have already taken place.

Please note: this EDDI application will be effective as of the 2022-2023 academic year.

### **APPLICATION INFORMATION**

#### **Step 1: Identify a Guest**

- A. With your guest, discuss their willingness to be supported by the EDDI funds, which will require their engagement in an equity and inclusion (E&I) discussion during the visit. This discussion activity can be a public or private event: a school-wide talk, a Q&A with students, a dinner, coffee, or other meeting with the Inclusion@Eastman Committee and/or department, or any forum with which everyone is comfortable. This discussion can be a stand-alone event or be embedded within another activity (ex: a workshop or masterclass).
- B. Continue with the EDDI application only if your guest confirms their willingness to be supported by EDDI funds and engage with this E&I discussion.
  - i. The guest must also be willing to have a notice on any promotional materials included that states their visit was supported by EDDI funds.

## Step 2: Complete the EDDI Application

Fill out the EDDI application, either through the online form or an attachment uploaded to the online submission portal, including all items bulleted below. Incomplete applications will not be considered.

- Provide a CV, website link, and/or biography for your guest.
- Provide a preliminary schedule for your guest's activities, and detail the audience that will be reached in the various activities.
- Explain how your guest's activities will specifically benefit your department's faculty and students, both musically and in the diversity discussion.
- Confirm that you have discussed EDDI funding with the guest (e.g. advertising requirements and discussion with the Inclusion@Eastman Committee) and they are comfortable with the terms. **Applications will not be considered if your guest has not agreed to participate in an E&I discussion or have their event advertised with the EDDI branding prior to the submission of the application.**
- Schedule a brief conversation about your proposal with Dr. Crystal Sellers Battle prior to submitting this application: [csbattle@esm.rochester.edu](mailto:csbattle@esm.rochester.edu).
- Include a budget for your guest's visit to show how EDDI funds will support this guest visit.
- Submit your completed application either (a) online or (b) emailed as a PDF file (please save files at DeptName\_EDDI) to [gwc@esm.rochester.edu](mailto:gwc@esm.rochester.edu).

## Step 3: Receive Approval & Event Pre-Planning

The decision about your EDDI Application will be sent via email to (1) the Department Chair, (2) the departmental assistant, and (3) and the faculty member who proposed and is hosting the guest. If the EDDI application is approved, you should request that your departmental assistant contact the George Walker Center for Equity and Inclusion at [gwc@esm.rochester.edu](mailto:gwc@esm.rochester.edu) for instructions on how to process honorariums and/or expense reimbursements. These financial components will require a completed W9 being submitted through the University system, which takes a minimum of one week for approval.

Once travel plans and Eastman activity schedules are finalized with your guest, please share the final schedule with the Co-Chairs of the Inclusion@Eastman Committee (Katherine Ciesinski, [kciesinski@esm.rochester.edu](mailto:kciesinski@esm.rochester.edu), and Clay Jenkins, [cjenkins@esm.rochester.edu](mailto:cjenkins@esm.rochester.edu)). The Co-Chairs will help coordinate plans to ensure the Inclusion@Eastman Committee's participation in the relevant E&I discussion(s).

In planning for your EDDI visitor, we also encourage you to share the schedule and plans for your guest throughout the Eastman and University of Rochester communities. The earlier you are able to share this information (2-3 weeks or more), the greater opportunity there will be to increase interest and possible participation in all guest events. A beginning list of communication avenues are below, though we encourage you to share information beyond just this list:

- Sending your EDDI guest's bio and photo with Eastman Marketing and PR, specifically to Jessica Kaufman ([jkaufman@esm.rochester.edu](mailto:jkaufman@esm.rochester.edu)) and David Raymond ([draymond@esm.rochester.edu](mailto:draymond@esm.rochester.edu));
  - Ask Jessica and David to include this information as part of Eastman Weekly, ESM social media, and @Rochester
- Sending information about this visit to all Eastman Department Chairs;
- Sharing information with ALP students via Dr. Blaire Koerner ([bkoerner@esm.rochester.edu](mailto:bkoerner@esm.rochester.edu)) as a potential professional development opportunity;
- Ensuring that information is posted on the Eastman online event calendar, the EDDI webpage, and relevant Eastman Departmental web pages.

Please make certain that all web listings, posters, email announcements, and/or other guest announcements acknowledge that the guest visit is supported in part by Eastman's EDDI fund.

#### **Step 4: Host the Events**

When hosting the guest on campus, you and/or your department are responsible for the planning and associated advertising for the entire visit, inclusive of the equity and inclusion (E&I) discussion. It is highly recommended that you have a way of collecting feedback from attendees to the guest's various events to assist in your summary of the event (see Step 5).

#### **Step 5: Submit a Summary**

Within **two weeks** following the visit, the department chair or other representative will submit two follow-up components:

1. A 3-4 sentence summary of your EDDI guest's visit with photos taken throughout the various activities. This will be posted to Eastman's Inclusion@Eastman Committee website.
2. A 2-3 paragraph follow-up typed summary that explains how the department benefitted from the guest's visit, both musically and in the E&I discussion, in prose form. Please do not submit a timeline of activities; the reflection should capture the learning benefits from this discussion. This will be used for internal University reporting only, and will not be posted online.

Both follow-up components can be submitted in one of two ways:

- Online at (*link to be confirmed*) or
- Via email to the George Walker Center for Equity and Inclusion at [gwc@esm.rochester.edu](mailto:gwc@esm.rochester.edu).



**DEPARTMENTAL APPLICATION FORM**  
**Eastman Departmental Diversity Initiative (EDDI)**

*[Note: click twice within each box to type the relevant information.]*

Name:  Date of application:

E-mail:  Phone Number:

Department:

Name of proposed performer / visitor:

Date(s) of the proposed visit / performance:

**Biographical information about performer(s)/visitor(s), including web links (if applicable):**  
**(If a CV is being submitted, please indicate this in the box below)**

Please confirm that you (or a member of your department) have discussed this application with your invited guest, and that this individual is aware of the following requirements to receive EDDI funding to support their visit:

- Participation in some type of diversity (E&I) discussion of which the guest is comfortable participating; this can be a public or private event (a school-wide talk, a Q&A with students, a dinner, coffee, or other meetings with the Inclusion@Eastman Committee and/or department, etc.) and can be a stand-alone event or embedded within another activity (ex: a workshop or masterclass); and
- EDDI will be included on all advertising (online listings, posters, concert programs, etc.)

Check one:

Yes, I have discussed these terms with the guest and the guest is comfortable with these terms. The guest will participate in an equity and inclusion (E&I) discussion and advertising will indicate that the guest’s activities were supported by EDDI.

No, I have not discussed these terms with the guest, or the guest is not comfortable with these terms (i.e., engaging in an E&I discussion, EDDI mentioned in advertising).

Please share the preliminary schedule of events for your guest, including (1) specific dates, times, and locations for the proposed activities and (2) the audiences to be reached (specific types and estimated numbers) at these events.

| <u>Date/Time</u> | <u>Location/Room</u> | <u>Description of Activity</u> | <u>Audience (&amp; estimated attendance)</u> |
|------------------|----------------------|--------------------------------|--|
|                  |                      |                                |  |
|                  |                      |                                |  |
|                  |                      |                                |  |
|                  |                      |                                |  |
|                  |                      |                                |  |

Please briefly explain how the E&I discussion will be incorporated during the guest's visit to Eastman. As described above, this discussion can be public or private, and can be a stand-alone event or embedded within another activity. Please indicate the anticipated audience for this discussion.

Please explain how your guest will benefit your departmental faculty and students and the broader Eastman community, both musically and with the E&I discussion.

**VISITOR BUDGET**

|                                 |           |
|---------------------------------|-----------|
| Airfare:                        | \$        |
| Lodging:                        | \$        |
| Car Rental:                     | \$        |
| Ground Transportation:          | \$        |
| Mileage:                        | \$        |
| Honorarium:                     | \$        |
| Other expenses (please detail): | \$        |
| <b>Estimated Expenses:</b>      | <b>\$</b> |

Are departmental funds being used to support this visit? (Check one)

\_\_\_\_\_ No

\_\_\_\_\_ Yes; please indicate amount: \_\_\_\_\_