

Application Procedures

Proposals for the President's Commission on Cultural Diversity & Inclusion (PCCDI) will be accepted two times each academic year – once at the beginning of the Fall term and again at the beginning of the Spring term. A unified series of events, such as concerts or plays, which encompass multiple semesters, should be applied for during the event's enrollment period. **In addition, proposals submitted one semester in advance are limited to one application per term and will be considered on a case-by-case basis.**

A schedule for the regular application periods follows:

1. The Fall term runs from July thru December. The deadline for proposals is September 20th at 4:00 p.m. The PCCDI will announce the allocations following the PCCDI funding meeting in October.
2. The Spring term runs from January thru June. The deadline for proposals is February 20th at 4:00 p.m. The PCCDI will announce the allocations following the PCCDI funding meeting in March.

**Procedures**

1. Submit applications via email to [cdi.commission@millersville.edu](mailto:cdi.commission@millersville.edu)
2. Applicants should send one document (Word document or PDF) that includes each of the following:
  - a. The completed application for funding
  - b. A letter of support from student advisor or faculty member (student proposals only).

**Reporting**

1. All recipients must submit a brief written report to the President's Commission on Cultural Diversity & Inclusion detailing the outcomes of the event or program.
2. Recipients must submit an updated budget indicating expenses and attach copies of all receipts.
3. Recipients will be asked to present information regarding their event or program at a future Cultural Diversity & Inclusion Commission meeting.

**The above materials are due via email to [cdi.commission@millersville.edu](mailto:cdi.commission@millersville.edu) by the end of the fall/spring term or after the event or program. Failure to submit any of the above documents within the allotted time frame will affect future funding requests.**