



UNIVERSITY of WISCONSIN
GREEN BAY

EMPLOYEE RESOURCE GROUP (ERG) FUNDING GUIDELINES

ERG Purpose:

[Employee Resource Groups \(ERGs\)](#) are voluntary, employee-initiated groups of University of Wisconsin–Green Bay faculty and staff that share common interests, backgrounds, characteristics, or pursuits. ERGs provide a formal link for employees and the University’s inclusivity efforts. ERGs enhance feelings of connectedness and provide opportunities for employees to seek and offer support to one another. These groups provide strategic recruiting and retention efforts for the University, and provide opportunities for the diverse population of University of Wisconsin–Green Bay faculty and staff to gather socially and share ideas and similar interests outside of their individual departments.

ERGs align with the University of Wisconsin – Green Bay [Mission](#) by upholding and furthering the University’s commitment to diversity, inclusion, social justice, civic engagement, and educational opportunity at all levels. In addition, ERGs support both cross-discipline and organization-community collaboration. The primary methods that ERGs benefit the University and connect to the mission is through recruitment, retention, and professional development.

For more information about Employee Resource Groups, including steps to establish a new ERG, please see the [Employee Resource Group Website](#).

Funding Information:

ERGs may be eligible for up to \$500 per fiscal year to support efforts which are connected to the University [Mission](#). Requests for these funds must include an identification of how the funds will be used to support recruitment, retention, and/or professional development efforts at UW-Green Bay. Some examples of activities which may be eligible for financial support include (but are not limited to) the cost of books for a book read, presenter fees, expenses related to collaborative programs being initiated, and advertising to support recruitment efforts or ERG programs. Funds must be used for programs which directly benefit the University. Thus, funds cannot be used for purely social activities or for food/beverages.

Process for Approval:

To request financial support, facilitator(s) must submit the [ERG Funding Request Survey](#). The requests will be considered and approved by the ERG Coordinator and UW-Green Bay Foundation Accountant. If the ERG Coordinator and Foundation Accountant do not feel that the request aligns with the guidelines within this



document, the proposal will be reviewed by the Senior Human Resources/Affirmative Action Officer. The Senior HR/AA Officer has the ultimate right of refusal related to funding for ERGs.

When submitting the survey, please be prepared to include the following:

- 1) Name of the requester
- 2) ERG Name
- 3) E-Mail address for requester
- 4) A brief description of the project/program/initiative to be funded
- 5) An indication of how the funding idea aligns with the mission of the University and/or focuses on recruitment, retention or professional development
- 6) The funding amount needed (with a simple breakdown of how the dollars will be utilized) – request can be no more than \$500 per fiscal year
- 7) When you expect the project/program/initiative will take place and when funding distribution will be needed
- 8) An indication of who will be leading the initiative

After the project/program/initiative, ERGs may be asked to provide a condensed written document or e-mail outlining how the funding was used and an evaluation of the project/program/initiative. Declining to provide follow-up documentation if requested may render the ERG ineligible for funding in the future.

Timeline:

Requests for funds will be considered on a rolling basis. The date of the distribution of funds determines to which fiscal year the financial support will apply.