

Parents Council Grants – Guidelines

Each year, the Longwood University Parents Council makes available grant money for qualified projects. Each grant request is evaluated by the Parents Council, which determines what requests will be funded and what the grant amount will be.

The goal of the Parents Council Grant Process is to provide funding for projects or services that will benefit the larger University, but which are not normally funded through the University budgeting process. Grant requests may be to fund an entire project or service, or to supplement funds from other sources.

Since the funds available to the Parents Council are limited, it will not be possible to fund every request, nor will it be possible to fully fund some requests. As a result, the Parents Council may be unable to fund some worthy requests. Therefore, the grant requests will be evaluated to identify those that, in the opinion of the Parents Council, will have the greatest benefit to the larger University Community.

Eligible Applicants

- University students and student groups in good standing with the University
- University Departments, Faculty and Staff

Projects/Services Ineligible for Grant Funding

- Purchases of capital equipment or software
- Staff salaries/additions to staff (student interns excepted)
- Those that do not conform with University or Parents Council policies
- Events that promote only one side of a political or social agenda
- Funding for gifts, prizes, or giveaways at an event
- Requests for tuition, fees, or textbook assistance

Evaluation Criteria

The Parents Council wants to foster creativity and an entrepreneurial spirit in the awarding of grants, so the evaluation criteria are somewhat flexible. In ranking grant submissions, many factors will be considered; however, these factors may be different for each grant request due to the nature of the project or service. Following are some things that should be considered by grant applicants.

- Applications that clearly define the project objectives, benefits, budget, and demonstrate in depth planning will be looked at more favorably than those that are less detailed or show less organization.

- If the project or service is a multiple year endeavor, the application should explain how the program would be funded in later years.
- If a grant request includes travel expenses, the application should be very specific about how this travel will benefit the University.
- The smaller the group is that will directly benefit from the grant, the more explanation will be necessary regarding how the University will benefit. Grants are not awarded strictly on numbers of students served, but if only a specific segment of the student population will directly benefit from the grant, there should be sufficient explanation as to how the University as a whole will benefit. It should not be assumed that the benefit is obvious.
- A certain amount of risk taking is encouraged, but the application should be clear in identifying the risks, how those risks will be mitigated, and what the contingency plan is.