Parents Council Grant Application

Instructions: Prior to completing this application, please review the general grant guidelines at the end of this form. Pay particular attention to the lists of eligible and ineligible items. All grants approved during the application period must be funded by **June 30** of the following year.

All requested information is required. Incomplete applications will not be considered.

Project Name:

Contact Information:

       Primary Contact

              Name

              Phone Number

              Email

       Sponsoring Faculty/Staff/Department (if different from primary contact)

              Name

              Phone Number

              Email

<u>Executive Summary:</u>

Summarize your grant proposal in 150 words or less. This should highlight the information that is critical to understanding your proposal.

<u>Program Information:</u>

List up to three objectives of your project and how you will show that the objectives have been met.

Who will benefit from this project?

What is the anticipated completion date?

New program? Y N

One-time program?   Y   N

Continuing event?   Y   N

Financial Information:

What is the total budget of your project?

How much of the budget are you requesting Parents Council Grant funding to cover?

List the budget items for which you are requesting funding, ranked in order of priority. Do not exceed $1500.

Do you have other funding sources available?   Y   N

If Yes, explain

Have your department received a Parents Council Grant before?   Y   N

If Y, explain.

Longwood Parents Council
Grants Process 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.
- Provide students real life, resume quality, experience in grant writing, development of presentation skills, public speaking, and fiscal management. The ethos of the Parents Council grants process is student learning. Therefore, it is strongly recommended that students be involved in the grant writing and/or grant presentation process.

Eligible Applicants
- University students (undergraduate and graduate) and student groups in good standing with the University
- University Departments, Faculty and Staff Note: The Parents Council strongly recommends that students be involved in the grant writing and/or grant presentation process.

Projects/Services Ineligible for Grant Funding (with Exceptions)

- Individual student research/research projects
- Staff salaries or additions to staff (Note: Student intern stipends are eligible for grant funding.
- Expenditures 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 or prizes at an event.
- Requests for tuition, fees, or textbook assistance.
- Food and/or refreshments for events, **except** that up to **10% of the requested grant amount** may be allocated for food and non-alcoholic beverages to support event or project needs.

Additional Note:
Faculty members may be eligible to receive compensation for activities that fall outside the scope of their standard faculty responsibilities, as defined by their appointment terms and institutional guidelines.

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. No payments will be expended in excess of amounts originally authorized by the Parents Council at the time of grant approval.

Evaluation Criteria

- Grant participants must present their proposal on the assigned day and time of the Grants

Presentation Day. If the participant does not appear for the presentation, the proposal will not be considered for funding by the Parents Council.

- 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.

- You agree to notify the Enrollment Management & Student Success with any complications or changes in your event details. Expenditures are to occur exactly how the Council stated in your notification letter. Any requests for changes due to unforeseen circumstances must be approved by the Parents Council Executive Committee in advance of expenditures. Grantees must allow one week for Executive Committee deliberations. Parents Council members will be notified of any grantee requests and the Executive Committee decision.

- All approved grants must be completed by June 30th of the following year. There will be no exceptions.