



## Grant Guidelines for Proposals

### Overview

The purpose of the granting program is to disburse funds on a strategic basis to projects that support areas of greatest need based on the Fund's criteria. Enrichment Grants from the *Fund for LSSU* may be used for student-focused activities and projects that improve the students' educational experience at Lake Superior State University. Such uses include, but are not limited to: support for faculty-supervised undergraduate student research; conference or entry fees for professional development; professionally-related student travel; bringing seminar speakers and guest lecturers to campus for the express purpose of enhancing student education. Faculty and students are encouraged to use the funds as seed money with which they can approach other sources of funding on or off campus.

### Eligibility

Full-time undergraduate students and department faculty/staff members including those representing student groups are eligible to apply for available *Fund for LSSU* Enrichment Grants. All student proposals must be approved by a supervising faculty or staff member, and any joint proposal must identify the principal applicant and all co-applicants. Faculty or staff proposals must be approved by the department chair, college dean, or division vice president where applicable.

### Deadlines

The proposal application deadline is **February 14 at 5:00 pm**. An additional application period for fall semester disbursement may be considered if sufficient funds are available. The reviewing committee will attempt to respond to emergency needs as they arise, but it is anticipated that proposals will typically be submitted on the schedule described.

### Application Procedures

Proposals should be submitted in a succinct, written format which includes a statement of intent and the objectives, the plan and timetable, and a budget with justification. This narrative portion should not exceed two (2) pages. If the proposal is to support research in progress which has previously received department or University support, the applicant(s) should describe the accomplishments to date and explain the need for additional support. Applications must include original signatures of a faculty/staff advisor (student applications) or dean/vice president (faculty/staff applicant) in order to be considered complete.

Fund proposals will be evaluated by the Annual Giving Committee of the LSSU Foundation Board of Directors. The reviewing committee will judge each proposal on six criteria:

- benefit to LSSU
- fundraising efforts
- benefit to student educational experience
- budget justification
- clarity of presentation
- how well the project aligns with the four pillars: philanthropy – infrastructure – enrollment - student professional development

Funds will not be distributed from the *Fund for LSSU* unless a written proposal has been submitted and the Committee has made a positive recommendation for funding.

### **Other Procedures**

The Committee will decide on the acceptability of all applications within 30 calendar days after the application deadline and will recommend the funding level for each proposal. The Committee will provide written notification to the applicant of its decisions in a timely manner.

### **Stewardship and Publicity**

The LSSU Foundation will occasionally publicize grants from the *Fund for LSSU*. By accepting grant funding, students agree to cooperate with requests for photos, interviews, quotes, etc.

**Recipients of grant awards are required to provide a review of the project or a copy of a presentation and a photo to the LSSU Foundation.** Student recipients may also be asked to write an acknowledgement letter and/or to meet with the LSSU Foundation Board of Directors or donors who supported their funding, if applicable.

The LSSU Foundation will post grant recipients on the Foundation's website and social media pages.

### **Processing Awards**

The *Fund for LSSU* Enrichment Grants will typically be disbursed via reimbursement of those expenses proposed in the budget and authorized as part of the award. Funds will be reimbursed only with appropriate receipts or documentation. Students should submit all receipts to their department for reimbursement. A copy of all receipts must also be submitted to the Foundation office.

In order to receive a reimbursement, successful applicants must comply with University policies concerning travel, allowable/unallowable expenses, proper documentation (including provision of acceptable receipts) and timeliness. It is recommended that all applicants keep a log of expenses and a copy of all receipts.

\* \* Expenses *not* eligible for reimbursement include but are not limited to: fuel charges (unless itemized in a detailed log), hotel expenses, per diem meals, etc.