



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.



Four Pillars of Institutional Need

The purpose of the *Fund for LSSU* is to help address the areas of greatest need on campus. Gifts to this fund will be made available for disbursement through a grant application process that supports the following “pillars” of institutional need:

Philanthropy

Efforts to foster and grow giving from alumni, friends, employees and students will be considered under this category. Included will be projects undertaken by student organizations for developing a culture of student philanthropy. Other items or initiatives necessary to support the University’s goals will also be considered.

Infrastructure

Campus infrastructure projects of smaller scope will be supported under this pillar. Lower cost projects that will solve an immediate issue related to improving students’ experience, and that donors can be proud to support, will be considered.

Enrollment

Initiatives that help meet a short-term need in attracting or retaining students to LSSU will be considered for funding. Included under this pillar are projects or professional travels that bring exposure to LSSU.

Student Professional Development

On occasion, LSSU students have earned special honors or invitations to attend national conferences or competitions but do not have the necessary funding to participate. This fund will help supplement other departmental or LSSU Foundation accounts in funding these types of student professional development opportunities. Preference may be given to a request that supplements existing funds.



Enrichment Grant Application

The *Fund for LSSU* was developed to disburse funds on a strategic basis to projects that support the University's areas of greatest need based on the Fund's criteria. Funds from the *Fund for LSSU* can be used for student-focused activities and projects that improve the students' educational experience.

Full-time undergraduate students, department faculty, and staff are eligible to apply. All student proposals must be approved by a supervising faculty or staff member. Joint proposals must identify the principal applicant and all co-applicants. Applications must be submitted by **February 14 at 5:00 pm** to the LSSU Foundation office or via email to foundation@lssu.edu. Please do not use campus mail. Late applications will not be considered. *Upon completion of the funded project, a summary of the project, including how the funding was utilized, and a photo must be provided to the LSSU Foundation.*

Applicant Information *(please print)*

Primary Applicant: _____

Advisor/Supervisor: _____

Co-applicant(s) (if applicable): _____

Phone: _____ E-mail Address: _____

Student Student Group Faculty Staff University Department

How many students will be participating in the project or activity? _____

Project Information *(please print)*

Project Name: _____

Brief Description of Project (one sentence): _____

Date(s) of the Project: _____

Amount Requested: \$ _____

Total Project Cost (estimated): \$ _____

In addition to this cover sheet, please attach the following:

1. Narrative (not to exceed two [2] pages) that includes the following:

- a. Provide a statement of intent that includes the project's objectives, plan, and timetable.
- b. How does this project contribute to student learning or to the university?
- c. How does the project fulfill one or more of the "Four Pillars of Institutional Need"?

2. Budget

Attach a budget that itemizes costs (supplies, equipment, marketing, etc.), amounts requested through this application, and amounts received/anticipated from other sources. Detail which expenses the requested funds will be covering.

I hereby attest that the information contained on this application and supporting documentation is a complete and truthful representation of the project to be completed and that the funds will be used to complete the project as outlined herein.

Applicant Signature: _____ **Date:** _____

Co-Applicant(s) Signature: _____ **Date:** _____

_____ **Date:** _____

Submit applications to the LSSU Foundation office in the Lukenda Alumni House. If you have any questions, please call 906-635-2665 or email foundation@lssu.edu

*If this application is submitted by a **student or student group**, the application must be approved by the **faculty or staff advisor/supervisor**. Applicants who are a **faculty or staff member** need approval of the **department chair or division vice president**.*

Faculty/Staff Advisor OR College Dean/Division VP

Name: _____ **Signature:** _____ **Date:** _____

Do not write below this line

Date of Review: _____ **Outcome:** _____

Recommendation to Committee: _____

Signature: _____ **Date:** _____

LSSU Foundation Executive Director