

SAGINAW VALLEY STATE UNIVERSITY FOUNDATION RESOURCE GRANT PROGRAM

PROFILE & PROCEDURES

Contact:

Emmie Busch, Program Manager for the Resource Grant Program
Saginaw Valley State University Foundation, (989) 964-7025, busch@svsu.edu

Donor: This Resource Grant Program was established in 1998 by the SVSU Foundation Board of Directors. Available funds are generated by distributions from the SVSU Foundation Resource Fund endowment.

Selection: Grant applications will be reviewed and grants awarded by the Evaluation Committee of the SVSU Foundation. The Evaluation Committee is composed of appointed members from the SVSU Foundation Board of Directors. The Foundation staff is available to answer questions or discuss proposals prior to their official submission.

Purpose:

Foundation Resource Grants must be utilized to enhance scholarship, further the academic and cultural missions of the University and/or have significant impact on the University community. The primary goal of the Resource Grant Program is to stimulate innovation and enrichment of opportunities for students by providing “start-up” funds for new or one-time programs or projects.

Limitations:

- *Programs or projects must be completed within a one-year period of the award.*
- *Requests for ongoing funding will not be approved (grantees may only reapply for the same project/program one year or longer after the budget end date of their initial grant)*
- *To be considered, proposals for previously funded projects must demonstrate how the project will be expanded or upgraded. The project must be receiving ongoing support from the University or other sources.*
- *No grants will be made for faculty research or compensation.*
- *No grants will be made for supplies and expenses relevant to existing SVSU courses.*
- *No grants will be made to pay SVSU students' tuition to attend SVSU courses.*
- *Grants will not fund travel expenses for faculty / staff incurred during a student travel experience.*
- *Funding for students' travel expenses will not exceed one-third of their total costs.*
- *For optimal consideration, proposals for student travel experiences should include detailed itineraries for the time spent at the destination.*

Guidelines:

- All requests must be submitted utilizing the Applicant Instructions (see next page).
- Requests must include a plan for acknowledging the SVSU Foundation Resource Grant Program in printed materials or media coverage (if applicable)

Application Content:

- *Grant Application Cover Sheet* (attached), including appropriate approvals
- Completed *Budget Form* (attached)
- Summary (one page or less in length)
- Document addressing points in “Applicant Instructions”

Required Number of Copies of Proposal: *Original plus 12 copies, including cover sheet and all attachments (no report covers or folders, please).*

Deadlines: *February 1 and October 1 Annually (No proposals will be accepted after the posted deadline.)*

Notification to grantees: *Generally within 30 days of posted deadlines.*

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APPLICANT INSTRUCTIONS

Purpose of Grant

- Describe proposed program or project, with goals and objectives and action plans.
- Describe how students would benefit from the program or project.
- Identify other organizations, partners or funders (if any) participating in the project and their roles.
- Provide a timetable for implementation.

Evaluation

- You must outline a clear plan to measure your results in a manner that is possible to quantify. *A final report must be completed at the conclusion of the project or within one year of the award date (whichever is earlier).*
- Please follow the "Reporting Guidelines" on the next page. *Please note that failure to submit a report will result in loss of eligibility for any future Resource Grant consideration.*

Finances (Budget Form – Attached)

- Specify the budget period.
- Itemize expenses, including all items relevant to your particular program.
- Itemize all confirmed and anticipated sources of revenue and indicate status.
- Carefully review your figures! Inaccurate or incomplete budgets may result in your project receiving insufficient funds, or cause your proposal to be denied.
- If the attached form is not adaptable to your project, you may construct your own provided it contains all the requested budget detail applicable to your proposal.

Other

- Summarize your unit's history, goals and accomplishments.
- Indicate how/where SVSU Foundation Resource Grant Program will be acknowledged (publications, signage, media coverage, etc.)
- Provide letters of support for the project. (optional)
- Provide appropriate SVSU approvals on the cover sheet.
- Attempt to limit technical terminology. Proposals should be concise and understandable to lay readers.

If you wish to attach brochures or other supporting documents to your proposal, please provide 12 copies of such attachments for distribution to the committee.

NOTE: All grant applications must include a one-page Summary.

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REPORTING GUIDELINES

By accepting an SVSU Foundation Resource Grant, you are agreeing to provide the SVSU Foundation with a report of the results of your program or project. The report must be submitted at the conclusion of the project or within one year of the award date (whichever is earlier), unless an extension is granted in writing. Your application should include a description of the methodology you will use to evaluate and report your results.

IMPORTANT NOTE: Failure to submit a report within one year of the date of your grant (determined by the Foundation Board Meeting at which it is given final approval) or a written request for an extension will result in the loss of your eligibility for future Resource Grants.

The final report must include the following items:

1. Brief summary of the program and the participants involved
2. Report on the program's success in meeting the goals and objectives stated in the application
3. A final budget reflecting all sources of funding and expenditures
4. Benefits to SVSU students/others and impact on the target population
 - Measurable results (number served, finished product, etc.)
 - Other area organizations or institutions involved in the project/program
 - Anecdotal material or direct quotes from participants
5. Any recognition received in the local media or other publications (*please attach copies of articles*)
6. Samples of printed materials acknowledging the SVSU Foundation Resource Grant Program
7. Plans for the future of the project/program (*where applicable*)
8. Samples of output materials (where applicable)
(*Examples may include student writings, photographs of an event or object or any appropriate materials which resulted from your program or project*)

**SAGINAW VALLEY STATE UNIVERSITY FOUNDATION
RESOURCE GRANT APPLICATION COVER SHEET**

Date of Application: _____

Name of Individual or Unit: _____

Contact Person/Title: _____

Campus Address: _____

Phone Number: _____ (Office) _____ (Home)

E-Mail: _____ **Alternate E-Mail:** _____

Purpose of Grant (one sentence): _____

Amount Requested: \$ _____ **Total Project Cost: \$** _____

Has your project received a previous Resource Grant? YES NO If yes, when? _____

Signature of Applicant: _____ **Date:** _____

Typed Name with Title/College/Department:

Signature of Dean (Faculty) / Department Administrator (Staff):
_____ **Date:** _____
(Signature indicates you have read the proposal and support its merit for grant consideration)

Typed Name and Title: _____

Approval for submission by Vice President *(NOTE: Vice President for Academic Affairs and Vice President for Public Affairs may not sign indicating support due to membership on the Evaluation Committee. If you are a member of one of those divisions, please skip this signature step.)*

Signature: _____ **Date:** _____
(Signature indicates you have read the proposal and support its merit for grant consideration)

Typed Name and Title: _____

**SAGINAW VALLEY STATE UNIVERSITY FOUNDATION
RESOURCE GRANT BUDGET FORM**

Project Title: _____

Project Cost: \$ _____ Amount Requested: \$ _____

Period Grant Will Cover: ____ / ____ / ____ through ____ / ____ / ____ (Must not exceed 1 year)

EXPENSES

Compensation to Individuals \$ _____

_____ \$ _____
_____ \$ _____

Travel \$ _____

Airfare # _____ X \$ _____ = \$ _____
Lodging # _____ X \$ _____ = \$ _____

Program Attendance Expenses \$ _____

_____ # _____ X \$ _____ = \$ _____
_____ # _____ X \$ _____ = \$ _____

Equipment & Supplies \$ _____

_____ # _____ X \$ _____ = \$ _____
_____ # _____ X \$ _____ = \$ _____
_____ # _____ X \$ _____ = \$ _____
_____ # _____ X \$ _____ = \$ _____

Training \$ _____

Printing & Copying \$ _____

Postage & Delivery \$ _____

Other Expenses: \$ _____

_____ # _____ X \$ _____ = \$ _____
_____ # _____ X \$ _____ = \$ _____
_____ # _____ X \$ _____ = \$ _____
_____ # _____ X \$ _____ = \$ _____

TOTAL EXPENSES \$ _____

REVENUES

University Funding \$ _____

Grants \$ _____

_____ \$ _____
_____ \$ _____
_____ \$ _____

Other \$ _____

TOTAL REVENUES \$ _____