

WVU AT PARKERSBURG FOUNDATION FACULTY/STAFF PROJECT GRANTS

Project Title: _____

Contact Person: _____

Ext # _____

College Department: _____

Brief Description (3 sentence maximum):

Request: (Circle One)

Mini- Grant

Fund Raising Support

Scholarship

Other

Narrative: (Please explain if appropriate – limit of 3 pages)

- Impact on student population
- Impact on faculty and/or staff
- Impact on the campus environment
- What areas of the campus strategic plan does this project impact? If none, then why is this important?
- What internal and external partnerships have been formed?
- Does this project address the needs of the low-income population?
- Timeframe for project

Budget: (Please address appropriate fields)

- Amount requested
- In-kind gifts received/requested
- Division budget funds available
- Grants applied for or received
- Other financial support received and/or requested
- Will participants be making a personal contribution to this effort?

Letters of Reference: (Please limit to no more than 4)

Documentation:

- Cost Estimates
- Other appropriate materials

STEP NO. 1) Send a Letter of Inquiry detailing the Who, What When, Where and Why of your grant project to the President of either Faculty Senate or Staff Council. It must be received by them by the first day of the month the proposal would be due. **(March 1, 2009, May 1, 2009, September 1, 2009, December 1, 2009,)**

STEP NO 2) If you are asked to submit a Project Grant Proposal, it must be received by the Foundation on or before the following dates so they can be reviewed by its Grants Committee before the next Board Meeting.

(Board Meeting dates are in parentheses)

March 23, 2009

(April 20, 2009)

May 25, 2009

(June 29, 2009)

September 21, 2009

(October 19, 2009)

December 21, 2009

(January 25, 2009)