

# 2009-2010 RU's Parents and Family Fund Grant Application Instructions and Requirements

## **Eligibility:**

Any student or University organization or department that provides services, programs and projects to Radford University students is eligible to apply for funding

## **Grant Guidelines:**

1. Funded project/program must be in alignment with RU's 7-17 Strategic Plan directives
2. Funded project/program must demonstrate a direct and positive impact on student life at Radford University and not duplicate other services or projects
3. No grants will be made to fund the establishment or augmentation of an endowment or endowed fund
4. The Parents & Family Fund committee prefers to provide "seed money" to initiate new programs, or to meet a one-time need, not to provide annual funding for existing programs on an on-going basis
5. Applications for grant monies to fund the purchase of promotional items (t-shirts, cups, pens, etc.) are discouraged except where the item in question is a vital and demonstrated function of the program (i.e. t-shirt is actual uniform for a large group)
6. The Parents & Family Fund committee does not provide funding for speaker honoraria/fees, food for event, or for travel of any kind.

## **Project Information:** Please attach a sheet describing the program/project for which funds are requested.

Include the following information:

- Brief descriptive summary of the program/project. Is the program/project new or an existing one? Is it a one-time or continuing project?
- Brief explanation on how the program/project helps support the Universities 7-17 strategic plan**
- Specific goals and objectives
- Documented need for the proposed project or program, including the potential impact of the program
- Profile/number of students served
- Evaluation plan to measure effectiveness in meeting goals and objectives
- Time frame for beginning and completing project

## **Financial Information:**

- State Amount Requested
- Attach a Total Project/Program Budget. Include itemized documentation of both estimated and known expenses with any explanations necessary
- Attach documentation of all other sources of funding for this project including amounts and names of sources
- Please give brief explanation of why funds from the Parents and Family Fund are necessary for the successful implementation of this program/project
- Has this organization received funding from the Parents and Family Fund in past years? If so, please document date, amount and purpose of previous grant.
- If the request is for an amount in excess of \$2,500, the organization/department's entire budget must be included, detailing the organization/department's other sources of funding
- Parents and Family Fund grants are for use in the fiscal year 2009-2010 ending June 30, 2010. Funds may not be carried over to the next year. Funds remaining after completion of project/program must be transferred back to the Parents and Family Fund by July 15, 2010.

### **Application Procedures:**

- A completed and signed cover page must be attached to grant proposals
- Please limit all attachments to two (2) pages front and back
- The absolute deadline to submit applications for fall proposals is: **September 18, 2009**  
**NO PROPOSALS WILL BE ACCEPTED AFTER THESE DATES AND TIMES**
- Applications must be typed. Legibility and readability of proposals will be considered by the Parents & Family Fund committee and may effect the final evaluation of the application
- Proposals must be signed by an authorized representative
- Applications should be sent through mail or delivered to Cassandra Dove at:  
Mail: RU Foundation, PO Box 6915, Radford, VA 24142  
Office: RU West, Suite 3400, Room 3408  
Email: [cpdove@radford.edu](mailto:cpdove@radford.edu)
- Grant recipients will be notified of the amount of the grant awarded following the Parents Executive Committee fall meeting and vote. *Grant recipients must provide a RU Foundation account number when the proposal is submitted.*

### **Condition of Applying:**

- Student organizations submitting applications must be registered with Department of Student Activities
- Student organizations submitting applications must have a RU faculty/staff member supervise the program/project implementation and monitor use of funds. This person must jointly sign the application
- Radford University departments must have all grant proposals approved by their respective VP or Provost before proposals are submitted
- Groups who meet all the requirements and conditions, must send a representative to the fall meeting to present the proposal to committee members.
- Recipients of grants may be asked to report to the Parents & Family Fund committee on the use of grant funds and program/project results
- Funded program/projects may be featured in collaterals used to promote the Parents and Family Fund.

### **Program/Project Requirements:**

- A. Reports
  - a. Organizations/departments that receive grants will produce a final post-grant report on their project, including samples of printed materials (i.e. pamphlets, posters, giveaways). This report must demonstrate the impact of the grant on the success of the project and the broad (positive) impact of the project on student life at RU. Grant recipients not completing a post-grant report will not be eligible to receive funds during the next year cycle
  - b. All reports should be sent to the Parents & Family Fund meeting upon completion of the project or at the end of the fiscal year, June 30, 2010
- B. Parents and Family Fund grants may be used only for the purposes stated in your proposal
- C. Acknowledgment
  - a. The Parents & Family Fund requests that the source of the grants be recognized, where possible, such as in an announcement at the event, in a note on a newsletter or related materials, and in all acknowledgments letters
  - b. Please state that the project/program was made possible in part by a grant from the Parents and Family Fund. This type of recognition is important because it will help to raise funds for future projects
- D. A list of grants made by the Parents and Family Fund will be available on the RU Parents and Family Fund webpage