**Longwood Parents Council 2016 Grant Application Form**

Applicants should review the Grant Process Guidelines prior to completing the 2016 Grant Application Form. Please pay special attention to the lists of eligible and ineligible items for grant funding. All grants approved during this application period must be funded between December 1, 2016 and November 30, 2017.

All requested information is required. Please limit your response to a maximum of three (3) pages, including the Executive Summary.

Applications must be emailed to LUparentscouncil@longwood.edu (a pdf version is preferred) by October 14, 2016 by 5:00 pm. You will receive a confirmation email of your submission. Late submissions will not be accepted.

***I. Project Name***

**Project Name**: Title which will best describe this grant application

***II. Contact Information***

**Name of Sponsoring Faculty, Staff, or Department:**

**Address:**

**Telephone Number:**

**Email Address:**

**Name of Principle Contact (Student, Faculty, Staff, or Organization) Regarding This Grant Submission:**

**Address:**

**Telephone Number of Principle Contact:**

**Email Address of Principle Contact:**

**Name of Secondary Contact:**

**Address:**

**Telephone Number of Secondary Contact:**

**Email Address of Secondary Contact:**

***III. Executive Summary***

Briefly summarize your grant proposal (no more than 150 words). The executive summary is an essential component of the Grant Application and should highlight the main information that is critical to understanding your proposal. Financial information **should not** be included with the Executive Summary.

***IV. Program Information***

A. Outline the objectives of your proposed program/event:

B. Describe how Longwood University students or the larger community will benefit, and what student needs will be addressed:

C. Describe the profile and estimate the number of undergraduate students that will be served by your project:

D. Describe the timeframe for beginning and completion of your grant program/event:

E. Describe how you will measure the overall success of the proposed/program/event:

F. Is this a new or existing program/event? Is this a one-time or continuing program/event?

***V. Financial Information***

A. Provide an itemized list of the elements and the total anticipated budget for the entire proposed project:

B. From the budget in Section A, list the items and amounts for which you are requesting Parents Council funds. The requested items for grant funding may not exceed $2,000. Please read the Grant Process Guidelines document closely to ensure your requested funding is within the eligibility of the Parents Council grant funding guidelines.

Total Parents Council grants funds requested: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C. From Section B, provide a prioritized list of project budget items that are imperative to your program’s success. List these items below (in addition to the previous section) and include the dollar amount requested per line item. This is essential as the Parents Council may find the grant application worthy, but be able to fund only part of your project effort.

Total funds required for program/event to be effective: $

D. Briefly explain why Parents Council funds are necessary for this program/event. Include other anticipated financial support, amounts, and sources that will be received.

E. Has your department or organization ever received Parent Council funds before? If yes, when, how much, and for what purpose?

F. Provided your proposed program/activity is successful, how do you anticipate sustaining it financially?

***VI. Grant Presentation Day Guidelines***

A. Grant writers chosen to move to the second round of the process will be asked to present on their proposal to members of the Parents Council. The presentation date is the Saturday, October 29th. Please mark this date on your calendar now to prepare for an invitation to present.

B. Invitations to move to the second round of the process will be extended by email in mid-October.

C. Grant writers will have 7 minutes to present on their proposal. The presentation should recap the written proposal and add in other pertinent information not necessarily included in the proposal. A Parents Council member will be designated as the time keeper for the presentations and will notify the presenter when one minute remains and will announce when time is up. There will be an additional 3 minutes designated after the presentation for Q&A from members of the Parents Council.

D. Questions regarding the presentation day should be addressed to the Office of First Year Experience & Family Programs at luparentscouncil@longwood.edu.

**APPLICATION COMPLETION CHECK LIST:**

* Does the project have a name?
* Does the contact information include a sponsoring faculty or staff member and one or more students?
* Is the Executive Summary clear and contains no financial information?
* Are the project objectives clear and do they explain how the larger university population will benefit?
* Is the Financial Information complete including a budget, total amount requested and a prioritized list of funding necessary for the project to be successful?
* Is the grant application being submitted before the deadline?
* Is the event being completed before November 30th of the following year?