Student Mini Grant Guidelines and Procedures

OVERVIEW

The Eastern Washington University Alumni Association (EWUAA) is an incorporated, non-profit organization whose mission and goals include:

- Supporting, enhancing, and promoting the mission and roles of the total University.
- Serving as a link among students, faculty, staff, service, programs, leadership, and involvement.
- Promoting an enduring legacy of pride, loyalty, and commitment to EWU.
- Facilitating meaningful relationships between EWU and all of its constituents.

As a part of its commitment to this mission, each year the EWUAA makes available student min-grants awards. *Mini grant awards vary from $50-$500 for the fall, winter and spring quarters.*

INSTRUCTIONS

An application form is attached and must be submitted with all requests for funding. Proposals will be reviewed by the Alumni Association Scholarship/Mini-Grant Committee on a quarterly basis (see Deadlines). Submit applications to:

EWU Alumni Advancement  
Attn: Mini Grant Selection Committee

Mailing Address  
Governor Martin Alumni House  
506 F Street, Cheney, WA 99004-2402  
Campus mail 1 GOV.  
Fax: 509.359.4551  
Email ewualum@mail.ewu.edu

DEADLINES

To be considered completed proposals (and all copies) must be received by the Alumni Office by 5:00 p.m. on the following dates:

FALL- November 5, 2007  
WINTER- February 11, 2008

PLEASE BE AWARE, the application review process will take approximately three weeks for a decision to be made. Be sure to plan accordingly
PROJECT CATEGORIES

We invite proposals in the categories listed below:

1. **Student Academic Projects**
   Proposals under this category should demonstrate enhancement of the student’s learning and academic experience. Please indicate if credit is involved and be specific about how the activity will contribute to academic progress. Also, indicate if the project will assist the student in performing in their professional area; enhance their likelihood of acceptance into a graduate program; and/or will assist with a specific research project in their academic program.

2. **Campus Projects**
   Projects under this category must be designed to bring recognition to current or future alumni of Eastern Washington University; to enhance the mission and goals of the EWUAA; to demonstrate future benefit to the University, and/or to bring recognition to the EWUAA. Campus project requests should be approved by the Vice President for Student Affairs as a sanctioned student activity.

REQUIREMENTS

1. All proposals must be typewritten
2. The original application packet must be received on the deadline for consideration.
3. The EWUAA has the option of partially funding a request.
4. Long term funding will not be available for any project.
5. Retroactive funding for projects is not allowed.
6. Emergency requests will be considered only under extreme circumstances.
7. Only one grant per fiscal year (July 1 to June 30) will be considered per student.
8. Preference will be given to proposals that demonstrate other fund sources have been sought and/or those needing one-time only support.
9. These policies and procedures will be reviewed annually. You suggestions are welcome.

RECEIVING AN AWARD

- Copies of invoices or receipts for which funding was used must be submitted to the EWUAA after completion of the project.
- Funds must be spent on the project for which they were requested.
- If the project is cancelled, or the funding is not used within a reasonable timeframe, the money will revert to the Alumni Association.
EASTERN WASHINGTON UNIVERSITY ALUMNI ASSOCIATION
Student Project Funding Request
Mini-Grant Application Form

Date: ___________________________

Name: ___________________________ Student ID: ____________________________

Address: ________________________________________________________________

City______________________________ State__________ Zip_____________________

Phone:____________________   Email __________________________________________

Please check the box next to all that apply to the project you are requesting funding for:

☐ I am receiving credit for this Academic Project.
☐ This is an ASEWU sanctioned campus event.
☐ I am receiving a stipend

Total Project Cost: _____________

Please respond to the following request for information on a separate 8 ½ X 11 sheet, not to exceed three typewritten pages.

1. Provide a brief but complete description of the project.
2. Describe the purpose of the project. (Include how the funds will be used).
3. Describe how the project will benefit the student or the University. Include reference to our project category and general criteria.
4. Describe the benefit to the EWU Alumni Association. Describe the proposed timeline for completion of this project. (It is important that you inform the Alumni Office of any completion date changes).
5. Describe how this project will enhance your learning experience.
6. Attach a copy of the total project budget indicating specific use of Alumni Association funds and other funding sources, including your own fiscal contributions.
7. Attach any relevant supporting documentation.
8. Submit this original application packet plus any additional support materials to EWU Alumni Advancement, Governor Martin House, 506 F Street, Cheney, WA 99004-2402 or campus mail, 1 GOV.

_________________________________________________   __________________
Signature of Person Requesting Fund (required)            Date

_________________________________________________   __________________
Signature of Appropriate Dean or University Representative (required)            Date

_________________________________________________   __________________
Signature of Alumni Association Representative (For department use only)            Date