

**Women for UMass Amherst Fund Award Application**

**Application Deadline:** **5 p.m. EST Wednesday, July 15, 2015*.***

Applications may be submitted via email to [stephanief@admin.umass.edu](mailto:stephanief@admin.umass.edu), or mailed to Women for UMass Amherst Steering Committee, c/o Stephanie Flaherty, Senior Associate Director of Annual Giving, UMass Amherst, Memorial Hall, 134 Hicks Way, Amherst, MA 01003. For more information, contact Stephanie Flaherty at 413-545-1466 or visit [www.umass.edu/wfum](http://www.umass.edu/wfum).

## Application Process

In fall 2015, Women for UMass Amherst (WFUM) intends to have $30,000-$35,000 in the Women for UMass Amherst Fund to award to worthy campus programs or projects. In the past, awards have ranged between $1,000 and $10,000. The application process to receive funds from the WFUM Fund consists of three steps:

1. Applicants submit the following application. Applications will be reviewed by WFUM Steering Committee members who will narrow down the pool of applicants to a group of Round 1 Finalists.
2. Round 1 Finalists present their projects more fully to the Steering Committee in an on-campus meeting. Based on the presentations, the Steering Committee will select a small group of Round 2 Finalists.
3. Based on recommendations from the Steering Committee, all contributors to the WFUM Fund will have the opportunity to vote on how funding will be awarded

**Applicants are encouraged to apply for funding of any project that forwards the mission and goals of UMass Amherst. Preference will be given to projects that speak to the mission of Women for UMass Amherst and the purpose of the WFUM Fund (see page 2 for WFUM mission and WFUM Fund purpose).**

**Calendar**

* Applications distributed Week of April 20, 2015
* Applications due July 15, 2015, no later than 5 p.m.
* Round 1 Finalists notified Week of August 31
* Round 1 Finalists present to WFUM Steering Committee September 21
* Round 2 Finalists notified Week of September 21
* WFUM donors vote on which project(s) to fund October 5-23
* Award recipient(s) notified By November 2nd
* Awards distributed By December 1st

**Women for UMass Amherst**

**Mission**

Women for UMass Amherst (WFUM) is a network established to educate, encourage, and inspire women – friends and alumnae – to be avid supporters and philanthropic leaders engaged with the university. Women donors who contribute to any area of campus are members of this key network.

**Purpose of the Women for UMass Amherst Fund**

The purpose of the Women for UMass Fund is to promote the advancement of campus programs that provide access, support, and opportunity for UMass Amherst *students*, with preference to those projects that will positively impact UMass Amherst women.

Each year, contributors to the WFUM Fund have the opportunity to vote on which campus projects receive the funds. Projects are proposed by the campus to forward the mission and goals of the university and will be vetted and narrowed down by the Steering Committee before being put forth for a vote.

**Rules and Guidelines**

* Applicants are encouraged to apply for funding of any project that forwards the mission and goals of UMass Amherst. Preference will be given to projects that speak to the mission of Women for UMass Amherst and serve the purpose of the WFUM Fund.
* Applicants must be affiliated with UMass Amherst, either as a faculty or staff member, or as a student.  Student applicants must be associated with, and supported by, a Registered Student Organization or other department- sponsored campus group.
* Projects affiliated with a school or college are subject the approval of the dean of that school or college.
* Projects seeking funding must occur after funds are distributed (see calendar for date).
* All applications **MUST** be filled out completely to be eligible for consideration.
* Applications received after 5:00 p.m. EST on the date of the deadline **WILL NOT** be considered for funding.
* All applicants awarded a grant are required to complete a Project Status Update 6 months after the funds are awarded, as well as a Final Project Report within 2 weeks after the conclusion of the project and submit them to the Women for UMass Amherst Steering Committee. The Final Project Report will include participation information, a final budget summary and an overview of the publicity and partnership opportunities related to the program.
* Applicants receiving a grant may be asked to present on the use of the funds at a future Women for UMass Amherst Steering Committee meeting.
* Multiple-year grants will not be awarded; however, applicants can reapply in the next giving cycle. Any future funding for an applicant will be contingent upon accurate completion and timely submittal of the final project report.
* All projects receiving funds must take place within a year of receiving the funds. If it is a research project that is funded, there is the expectation that the research is begun during the year, but not necessarily completed with results.



**Women for UMass Amherst Fund**

**Grant Application**

Project Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Date/Timeframe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Affiliated School/College/Dept. or RSO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Cost of Project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you received a previous award from Women for UMass Amherst? YES NO

If yes, please list date, project name and amount of funding:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Project Summary

Answer the questions below and submit them with this cover sheet. **Please limit your answers to no more than 1,000 words total.**

**Project Overview:**

1. State the name of your project and the funding amount requested.

2. What is the mission of your project/group and what is its leadership structure?

3. Please provide a clear and concise summary of your proposal: i.e. how do you plan to use the funds?

**Project Goals and Objectives:**

4.How will this grant strengthen your area/program/project and the University?

5. How are you suited to manage this project and make it successful?

**Impact:**

6. Describe the expected number and composition (students, faculty, alumni, staff, community members, etc.) of the people or groups whom you intend to participate in this project.

7. What are the anticipated outcomes of your project and how will you evaluate your success?

8. How will the impact of your project tie-in with the mission of WFUM and the purpose of the WFUM Fund?

**Use of Funds:**

9. Describe how you plan to utilize a grant from the WFUM Fund and provide a timeline for your project.

10. Will you be able to implement your project if less than the requested funding is received? How?

11. What is your plan moving forward to make your project self-sustaining?

**Promotion:**

12. Please describe your ability and willingness to promote WFUM in carrying out your project.

**Budget Summary**

|  |
| --- |
| **Income** |

## This Request Total Project Budget

## Non-grant Income

Ticket sales $ \_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_

Other sales $ \_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_

Advertising $ \_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_

Fundraising $ \_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_

Other revenue (specify) $ \_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_

Subtotal (Non-grant Income) $ \_\_\_\_\_\_\_\_\_\_ **(A) $ \_\_\_\_\_\_\_\_**

**Grant Income/Support**

Indicate other organizations supporting your project and amounts awarded/anticipated. Note whether award is confirmed or pending. (Please attach additional pages if necessary).

Organization **This Request** **Total Project Budget**

1. Women for UMass Amherst\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_ (amount you are requesting) $\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_

**Subtotal (Grant Income)** $ **\_\_\_\_\_\_\_\_\_\_ (B) $\_\_\_\_\_\_\_\_\_**

**TOTAL INCOME** $ **\_\_\_\_\_\_\_\_\_\_ (C) (A+B) $\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **Expenses** |

**Expense Category** **Descriptions** **This Request Total Project Budget**

**Contract Services** Security/Janitor \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Artist/performers/speakers \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Honoraria \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Other (specify) \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Subtotal \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_**

**Publicity** Advertising \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ Posters, flyers \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Programs \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ Postage \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ Other (specify) \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Subtotal \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_**

**Materials and Supplies** Office Expenses \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ Telephone \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Equipment (rental, purchase) \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Other (specify) \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

**Subtotal \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_**

**Transportation and** Transportation \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

**Hospitality** Food/reception \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ Accommodations \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Other (specify) \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

**Subtotal \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_**

**Miscellaneous** Space rental \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Shipping \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ Other (specify) \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

**Subtotal \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_**

**TOTAL EXPENSES \_\_\_\_\_\_\_\_\_(D) \_\_\_\_\_**