GUIDELINES FOR SUBMITTING GRANT PROPOSAL

Introduction

Discovery is a women’s collaborative philanthropic group established to support projects and programs at Ball State University. Discovery members are volunteers who pool annual contributions and work with university administrators to select the projects they support. The maximum grant request may be up to $25,000.

Selection Criteria

Discovery members encourage projects that are in line with Ball State University’s Centennial Commitment. The Discovery Group is seeking proposals that lead to the University’s aspiration of being a model of the most student-centered and community engaged of the 21st Century public research universities transforming entrepreneurial learners into impactful leaders committed to improving quality of life for all.

Discovery will consider funding for: specialized equipment, student assistant wages, graduate assistantships, program administrative costs, and summer stipend (salary is capped at $2,500; plus additional fringe benefits).

Discovery will not consider funding for: faculty release time, computer equipment, general office equipment, or indirect costs.

How to Apply

Please work with your assigned Proposal Manager in the Sponsored Programs Administration to complete and submit your proposal.

http://cms.bsu.edu/giving/opportunities/discovery/discoveryawardsnominations

Timeline for Grant Proposals
The grant period Discovery Awards will be from May 1 to June 30.

- September 1 – Cycle to submit proposals begins
- November 15 – Grant proposals due to Sponsored Programs Administration. If this date falls on a weekend, the deadline will be extended to the following Monday.
- Mid-January – The grants committee will select the top 4 - 6 proposals for presentation at the Discovery Annual Meeting; all applicants will be notified of decision at this time.
- March 16 – The 4 – 6 selected proposals are presented at the Discovery Annual Meeting. Following a vote by the Discovery Members attending the meeting the grant awards will be announced that day.

Post-Grant Report
A final report will be required of all grantees by June 30. The reporting requirements will be outlined in the award letter. Grant recipients are expected to share the results of their work at various Discovery Events throughout the year.
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Applicant Name:

Department:

E-mail:

Telephone:

Title of Project:

Amount Requested:

(In addition to the requested responses below, please work with Sponsored Projects Administration to create a budget using their internal format. Attach the completed budget to the proposal.)
PROPOSAL

1. Describe the purpose of your request. (500 characters maximum)

2. What are the measurable goals/objectives for your request? Describe the plans for achieving the goals/objectives. (1,500 characters maximum, additional space provided on next page.)
3. Describe the implementation plan and timetable for this request. (1,000 characters maximum)
4. Based on Centennial Commitment (18 by ’18) which of the following themes does the proposal address? May address more than one.

- Student-Centered
- Community-Engaged
- A Model 21st Century Public Research University (1,000 characters maximum)
5. How will Ball State University students be impacted by this project? Approximately how many students will be involved/impacted? (1000 characters maximum)
6. After completion of this grant what are the plans to continue this program/project? (500 characters maximum)

7. Have you applied to other funding agencies for this project/program? If yes, please include agency name, amount, and status (pending, committed, etc.). (500 characters maximum)