Eastern Oregon University Foundation
University Grant Request Form

Adopted 2/17/2010
Revised 1/23/2013

Rationale:

The EOU Foundation University Grant Fund is intended to support EOU projects and initiatives including, but not limited to: professional development, research and creative endeavors, events that support the university's mission and its students. The Foundation hopes that these grants will foster a sense of involvement and support between the faculty, staff, students and the Foundation.

Criteria:

The possible uses for the fund are not specifically constrained although, generally, the following criteria apply:

- The proposal supports the current stated strategic objectives of the University and/or the unit from which the proposal comes, *
- The proposal targets improvement in the quality of and/or access to academic programs,
- The proposal originates with EOU faculty or staff.
- The proposal supports university related activities and events.
- The proposal does not seek funding for expenditures for which other sources of funding are available.
- Funding may be granted for student travel or meal expenses if related to academic courses or academic events.
- EOU foundation must be recognized as sponsoring entity at event.
- Final report must be turned in to University Advancement 30 days after event.

Funding for any single purpose will not generally exceed $500.

Process:
Please fill out the form on the following page describing your project **in detail**. When completed forward the application to the appropriate VP/Dean/Director for signature who will then forward to University Advancement for review and recommendation. The EOU Foundation's Finance Committee will make the final decision on the funding of all proposals. This committee meets bi-monthly so please plan your requests accordingly.

Applications must be turned into the University Advancement Office *at least* 30 days prior to the date funds are needed. Incomplete or illegible applications will not be considered. As soon as a decision is made on a request, the person submitting the grant will be notified. For question's please call 541-962-3835 or email foundation@eou.edu.

*(Projects involving or closely related to the University's current strategic objective of student recruitment and/or student retention will be given priority).

EOU Foundation University Grant Application

Project title:	
Applicant Name:	
Phone:	**E-mail:**
Amount Requested: (**Maximum award is generally $500.00)**	
Date funds needed: **(After approval a check will be issued <u>within two weeks</u>. <u>Please plan accordingly</u>. Also note a final report is due 30 days after event. Turn into the UA Office IH 212.)**	
Attach a detailed description of your request and how it meets the criteria above. Include a budget summary (Please identify other sources of funding and state whether they have been secured or are being sought and list all expenses. Attachments with all details recommended):	

Upon completion, please send this form to the appropriate Dean and VP for signatures.

Referring Faculty or Staff: _____Date: _____

Dean/Director Signature: _____Date: _____

Comments: _____

VP Signature: _____ Date: _____

Comments: _____

For official use only: 2/2016

Date received by UA:				
Foundation Finance Committee**:**	Approved	Denied	**Amount:**	**Date:**