

**Official Grants Fund Application Form**

**for 2023–2024 Funding**

Please complete the following form to be considered for funding. The completed form must be returned by email to [ucwb@uchicago.edu](mailto:ucwb@uchicago.edu) no later than 5:00 p.m. Central on Friday, April 21, 2023. Questions may also be directed to [ucwb@uchicago.edu](mailto:ucwb@uchicago.edu).

**Part I:** General Information:

***Funding requests must total between $10,000 and $100,000 to be considered. Please note the majority of funded grants are less than $60,000.***

|  |  |
| --- | --- |
| **Proposal Title:** |  |
| **Unit Submitting the Proposal:** | e.g., Division of the Biological Sciences, Court Theatre, etc. |
| **Sub-unit Submitting the Proposal:** | e.g., Department of Visual Arts, Celiac Disease Center, etc. |
| **Total Funding Requested:** | **$** |

**Category of Funding**

Please select the **one** category that most aligns with the goals of your proposal.

|  |  |
| --- | --- |
|  | **Faculty Research and Support**. *Funding primarily supports research projects and faculty-specific initiatives.* |
|  | **Arts and Cultural Institutions**. *Funding primarily supports arts or cultural projects.* |
|  | **Quality of Student Life**. *Funding primarily supports student-specific endeavors, initiatives, or other projects.* |
|  | **Community Outreach**. *Funding primarily supports efforts to engage the University of Chicago with the South Side community, the Chicago region, or elsewhere outside the University.* |

**Proposal Abstract**

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| In 150 words or fewer, please briefly describe the nature of your proposal and its impact on the University community. |

***ALL COMMUNICATIONS WILL BE SENT TO ALL CONTACTS LISTED BELOW***

**Proposal Leader Contact Information**

*This person takes primary responsibility for the proposal and will give a presentation if this proposal is selected as a finalist.*

|  |  |
| --- | --- |
| **Name:** |  |
| **University Title:** |  |
| **Email Address:** |  |
| **Phone Number:** |  |

**Collaborator Contact Information (if applicable)**

*This person works in tandem with the proposal leader. (A collaborator is not necessary.)*

|  |  |
| --- | --- |
| **Name:** |  |
| **University Title:** |  |
| **Email Address:** |  |
| **Phone Number:** |  |

**Collaborator Contact Information (if applicable)**

*This person works in tandem with the proposal leader. (A collaborator is not necessary.)*

|  |  |
| --- | --- |
| **Name:** |  |
| **University Title:** |  |
| **Email Address:** |  |
| **Phone Number:** |  |

**Collaborator Contact Information (if applicable)**

*This person works in tandem with the proposal leader. (A collaborator is not necessary.)*

|  |  |
| --- | --- |
| **Name:** |  |
| **University Title:** |  |
| **Email Address:** |  |
| **Phone Number:** |  |

**Proposal Liaison Contact Information (if not the same as the Proposal Leader)**

*This person manages all communications with the Women’s Board office regarding this grant application.*

|  |  |
| --- | --- |
| **Name:** |  |
| **University Title:** |  |
| **Email Address:** |  |
| **Phone Number:** |  |

**Part II:** In-Depth Proposal Description

Please use the remainder of the following two pages to explain your proposal in specific yet accessible language for an educated layperson audience. (You may delete this list of questions to give yourself more room to write if necessary.) Women’s Board grants can be generally characterized as either a catalyst, or a sustaining bridge, or as a one-time expenditure that will have a meaningful impact. With that in mind, during the review process the Women’s Board Grants Committee considers the following four priorities:

* **Impact:** Who will be served by this project? How many individuals will benefit as a result of the project? What is the impact of this project on the University community, as well as the field you are working in? What do you hope the short-term and long-term results of this project will be? How will this further the University’s mission?
* **Clarity:** How will funds from the Women’s Board be used in support of this project?
* **Need:** What other sources of funding are committed or are being sought after for this project? How do you anticipate the project will be funded in future years? Could this project go forward without Women’s Board support? Does it have the potential for autonomous and sustainable funding, either through the creation of revenue, or dedicated multi-year institutional support?
* **Feasibility:** Do you feel confident that your project will follow its proposed timeline? Do you already have plans for securing the needed personnel to complete the project? Do you already have institutional confidence from your university division and/or unit? Will this project be multi-year? Will Women’s Board funding last for more than one year?

**Part III:** Itemized Proposal Budget (You may delete the text below to give yourself more room if needed.)

Please use this page only to lay out an itemized proposal budget in spreadsheet/table format. Include as much detail as you feel is necessary. You may also include a brief budget narrative on this page to explain any unclear portions of the budget. If funds are intended for funding a specific staff position or role, please include comparable salary ranges at similar institutions for reference.

**IMPORTANT**: Women’s Board grants come in the form of internal University funds transfers. As such, a six-digit University of Chicago FAS account number will be required to distribute funds to your project, should it be selected. Also, the University does not require the inclusion of indirect costs for University of Chicago Women’s Board grants. Including an indirect costs budget line in your application will result in an automatic rejection of your application.

**MANDATORY:** If you can move forward using partial funding, please explain how this is possible in this section. Include the minimum amount of funding required to proceed with project.

**Checklist of Follow-up Requirements for Grant Applicants**

Please initial next to each of the following items in order to be considered for funding. If your project is selected for funding, you must adhere to these seven follow-up commitments.

|  |  |
| --- | --- |
|  | I understand that I must give an update on the progress of my project once a year when prompted by Women’s Board staff by using the appropriate form. Updates must include documents for marketing purposes to demonstrate the project’s impact, which may include high resolution photographs, reports, articles, etc. I understand that if I do not complete the progress report when prompted, I will not be eligible for Women’s Board funding in future. |
|  | I understand that I must acknowledge the University of Chicago Women’s Board by name when communicating about the project with media or the public. Any media mentions regarding the project must be reported to Women’s Board staff. |
|  | I understand that I must inform Women’s Board staff of additional funding received for my project. |
|  | I understand that I must be available to present or discuss my project to members of the Women’s Board in person or by other means if requested by staff. |
|  | I understand that I must be proactive in inviting Women’s Board members to participate in engagement opportunities. |
|  | I understand that if there is a major change or unforeseen delay concerning my project, I must inform Women’s Board staff as soon as possible. I understand that failure to do so will result in ineligibility for funding in future years. |

**Submission Instructions for Grant Applicants**

All grant application packets **must** include the following individual documents by the deadline in order to be considered for funding:

* This completed Grants Fund application form in Microsoft Word format.

*PDF format is not accepted for the Grants Fund application form.*

* Letter(s) of endorsement in PDF format*.  
  For more details concerning letters of endorsement, please refer to the “Frequently Asked Questions for Grant Applicants” page on our website.*

Submit materials via email to [ucwb@uchicago.edu](mailto:ucwb@uchicago.edu). The deadline for submission is no later than 5:00 p.m. Central on Friday, April 21, 2023.