

## University Forum: Frequently Asked Questions

### 1. What are grant funds be used for?

Grant funds are used to support events or programs that address priority areas raised in the Campus Climate Survey conducted on campus in 2010. These priority areas are: Staff (AFSCME), People with Disabilities, People of Color, Women, LGBTQA, Sexual Assault Policies and Procedures, and Part Time Employees. Over the years grant funds have been used to pay to bring in speakers and cover travel expenses for speakers, cover conference attendance fees, or provide supplies for programs (to name a few).

### 2. What are the expectations for the grants?

The University Forum Grant Review process will discuss (among other aspects) the quality of each proposal in terms of clear objectives regarding the priority area(s) it targets, the assessment procedures to be carried out before/during/after the event, the possible replicable nature of the project in the future, and the structure of the budget (looking primarily at how the project is going to be funded by a collaboration between University Forum grant funds and funds from other units, offices, organizations, or departments on campus). The Review group also expects that the projects funded by these grants follow all University policies.

### 3. Who can apply for the grants?

Any active WCU student, faculty, or staff member. The grants will be funded only if the parties involved will be involved or attending classes during the time they will be using the grant funding. If a student does not enroll for the semester the grant was awarded for or a faculty member is not teaching, the grant funds will be returned to the University Forum budget.

### 4. What grant proposals have not received funding?

Proposals that do not show collaboration with a campus organization, department or division (and request full funding from the Forum) will usually not receive funding. Other examples are proposals that do not address one of the priority areas from the campus climate survey, or those with unclear timeframes, objectives, and/or outcomes.

### 5. Can my funds be used to pay for food?

The Grant Review group will want to see that your proposal is not asking for the funds to cover largely food. It is the hope of the University Forum that funds will equally cover materials, speaker fees (if applicable), and not just food costs to attract an audience to the event. University Forum funds can be used to pay for food when following all PASSHE and WCUPA guidelines, as outlined here: (<http://www.wcupa.edu/INFORMATION/AFA/FBS/PROC/PO/PublicFunds.asp>).

**6. I did not use all my granted funds as established in my proposed budget, and I would like to use the remaining funds for other activity/purchases related to the project. Can I do so?**

The University Forum expects that funds be expended as established by the approval of the submitted proposal. However, if costs are lower than anticipated, and funds remain in the account by the end of the project, you can request to the University Forum the use of those funds, specifying its relation and need for the success of the project. The University Forum will evaluate your request and approve or disapprove the use of the extra funding for purposes that differ from those established in the project proposal.