# WEST CHESTER UNIVERSITY – UNIVERSITY FORUM

# Request for Student Proposals (RFP)

# Application deadline: 12:00 PM on Wednesday, February 28, 2018

# The WCU University Forum is pleased to partner with the WCU Student Government Association with this one-time funding opportunity during the month of April 2018. We invite students and/or student organizations to submit grant applications for programs and activities that enhance the campus climate through programming, creative and collaborative activities, and other aspects of campus community development. This Student RFP process aims to support and focus on projects that align with Sexual Assault Awareness Month during the month of April and/or SGA’s Diversity Week April 9-13, 2018. Funding is provided to support student initiatives in:

* Increasing opportunities for cross-cultural dialogue and/or learning among students, and between faculty, staff, and students;
* Projects that encourage campus-wide discussions on issues of diversity and participation through online webinars and/or workshops;
* Providing diversity training for students, staff, and/or faculty;
* Cross-unit collaboration;
* Creative and original approaches to address the priority topics. These include:
* LGBTQA
* People of Color / Non-White
* People with Disabilities
* Sexual Assault Policies and Procedures
* Women
* Veterans
* Non-traditional students
* Students - Philadelphia Campus
* International Students
* Staff

A maximum $1,000 grant will be awarded for the implementation of the proposed project during spring 2018. A 1-2 page report summarizing expenditures and project results will be required within 30 days of the end of the project.

# Eligibility

All students are eligible to participate on a competitive basis. **You need to identify a faculty or staff sponsor for your project. The signature of your sponsor is required in your proposal submission.**

**Application Process**

One PDF file containing the proposal and appendices shall be sent as an attachment by email to [hmartinez@wcupa.edu](mailto:hmartinez@wcupa.edu) **by noon on Wednesday, February 28, 2018**. The application review committee may require a conversation for clarification purposes or to inquire about further information about the project. Applicants will be notified of acceptance or rejection of proposal for funding by March 7, 2018. You can contact either Dr. Wan-Yi Chen ([wchen@wcupa.edu](mailto:wchen@wcupa.edu)) or Mr. Hiram Martinez ([hmartinez@wcupa.edu](mailto:hmartinez@wcupa.edu)) should you have any questions about this funding opportunity.

**Application Documentation**

Applications (within 2 pages, single-spaced, and 12-point type font size) must include this information:

1. Project Title, Applicant & Sponsor Information (including signatures)
2. Project Description—including goals & objectives, project type/approaches, expected impact & project timeline.
3. Project Budget and Justification
4. Appendices (if any. e.g., biographical materials of a proposed speaker - limited to 3 attachments).

**UNIVERSITY FORUM GRANT APPLICATION**

**COVER PAGE**

**Program Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Sponsoring Organization(s)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applicants and Sponsor Signatures:**

Please fill in information below.

**1. Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Organization(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty/Staff Sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Organization(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty/Staff Sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Organization(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty/Staff Sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Amount Requested**: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Description**

1. Goals & Objectives (what you want to achieve, list up to three objectives)

1.

2.

3.

1. Expected Outcome(s) (result/impact of your project list up to three outcomes/impact areas)

1.

2.

3.

1. Budget & Justification

Provide an explanation for all expenses listed in the project budget. Show how particular amounts were calculated. Expenses should be clearly linked to project goals and objectives. You need to help review committee to understand how funding help you achieve the project outcomes.

|  |  |
| --- | --- |
| **1. PERSONNEL** |  |
|  |  |
|  |  |
|  |  |
| **2. Operating Expenses** |  |
| Equipment/Materials (itemize) |  |
| Office Supplies |  |
| Photo Copying & Printing |  |
| Travel |  |
| Lodging |  |
| Other (specify) |  |
| **Total Project Amount** | \* |

\* Total grant amount requested from UF in $ (rounded off to nearest dollar). This figure must be listed on the Cover Page of the proposal.

Appendices (if any. e.g., biographical materials of a proposed speaker - limited to 3 attachments).