The Women of Excellence (WOX) Giving Circle invites applications for support from members of the Xavier community, including individuals representing university divisions, departments and university-supported student groups for special initiatives that will enrich the lives of students at Xavier University.

**Guidelines for the WOX Grant Awards**

I. **Eligibility:**
   A. Who is eligible to apply?
      a. Principal Faculty, Clinical Faculty, and Lab Instructors
      b. Administrative Staff
      c. University sponsored student groups (i.e. student clubs or student working groups).

      *Grant recipients are eligible to apply for new grants annually.*

   B. What expenses are eligible for consideration in grant awards?
      a. Honorariums for speakers
      b. Equipment and supplies
      c. Costs associated with events

   C. Expenses that will **not** be considered:
      a. Faculty and/or University Staff salary
      b. Technology (examples)
      c. Capital improvements

II. **Application Process**
   A. All grant applications must have signature approvals as follows:
      i. Faculty – Department Chair and Dean
      ii. Staff – Direct Report Supervisor and Vice President
      iii. Student Groups – Advisor and Dean of Students

      a. Student groups MUST be University recognized student groups as defined by SGA at the time of application. ([www.xavier.edu/student-involvement/campus-clubs/how-to.cfm](http://www.xavier.edu/student-involvement/campus-clubs/how-to.cfm))

      b. All officers of the student group must be listed with their current year of study (freshman, sophomore, junior, senior).

      c. Student groups must include a minimum of two students who will return as officers of the student group in the academic year the program will be funded.

      d. All individuals or departments referenced in the proposal as being part of the project’s implementation must be signatories on the application.

   B. Proposals that involve human subjects [as participants in a study or as recipients of services provided by Xavier students, staff or faculty such as psychological evaluation or counseling] are subject to IRB approval, as indicated in the Institutional Review Board guidelines: [www.xavier.edu/IRB/policy.cfm](http://www.xavier.edu/IRB/policy.cfm). If you are unsure whether
your project requires review, consult the Q&A section of the website or contact the IRB directly.

i. Key requirements for approval include:
   a. Risks to subjects are minimized and are reasonable in relation to the anticipated benefits. Selection of the subjects is equitable
   b. If applicable, there are appropriate procedures for obtaining and documenting voluntary Informed consent
   c. There are adequate provisions for the safety of subjects with special protections for vulnerable subjects
   d. There are adequate provisions to protect the privacy of subjects and to maintain the confidentiality of data

C. Mail the cover sheet and one copy of all application materials to:
   Norah Mock
   Executive Director, Women of Excellence
   Xavier University Alumni Center
   1507 Dana Ave.
   Cincinnati, OH 45207-7730

D. Please email all application materials (excluding the signed cover sheet) to mockn@xavier.edu. File should be submitted as a PDF or WORD (doc) file.

Questions should be directed to Norah Mock at mockn@xavier.edu
513-745-3573
513-745-3285 FAX

III. Deadlines
   A. WOX will accept grant applications between January 1 and March 1 for projects and programs that will be funded beginning June 1, the beginning of the new fiscal year.
   B. Grant awards will be announced in April.
   C. Grants funds will be available in June with all expenditures to be completed within a 15 month span (June through August of the following fiscal year).

IV. Award Amounts
   A. The maximum award from the WOX Giving Circle is $10,000.
      a. If a project’s total budget is greater than $10,000 other sources of support must be stated and appropriate documentation from other funding partners must be provided.
   B. The number of grants and total amount awarded by the WOX Giving Circle will be dependent on the amount of membership dollars received during the fiscal year June 1 through May 31.

V. Award Process
   A. Applications will be reviewed by an internal review committee, which will evaluate the proposals and make recommendations to the WOX Development Subcommittee.
B. Applications along with the internal review report will be made available to Giving Circle members.
C. Voting by the WOX Giving Circle membership will occur in April via mail and/or email.
D. Award recipients will be notified in April and are expected to attend the WOX Giving Circle Awards Luncheon at the end of April, at which time the awards will be announced to the membership.

VI. Reports
A. Grant awards will be monitored and administered by WOX staff.
B. Within three months after the end of the project, award recipients must submit a 1-page maximum narrative summary of the project, including successes and barriers encountered to success, and a financial report to the WOX Director.

WOX Grant Application Format

1. **Cover Page** (should have the following information in the following order):
   a. Name of Applicant(s)
   b. Position
   c. All appropriate signatures as outlined in the application process.
   d. Title of Project
   e. Include: “Proposal for WOX Grant”

2. **Face Page**
   a. Title of Project
   b. Amount Requested
   c. Brief abstract of proposed project – not to exceed 150 words - that clearly and concisely states the aim of the project, the anticipated value for Xavier students and/or faculty, and the indicators of success.

3. **Budget page:**
   a. What is the amount of funding requested?
      a. Provide a detailed budget with justification/need for each itemized expense that is not obvious. For example, if your project requires a paid student coordinator, the role of that coordinator in the project must be specified.
         1. If more than 50% of a budget is allocated toward food and incentives, specific rationalization for these expenses should be provided.
      b. Include a detailed list of supplies and equipment necessary to complete the project
      c. Indicate the minimal amount of funding needed to operate this project.
      d. If a project’s total budget is greater than $10,000, other sources of support must be stated and appropriate documentation from other funding partners must be provided.
b. *Budget assistance is available through the Department of Grant Services.*

4. **Narrative:**
   Should be limited to two single-spaced, typewritten pages and include the following:
   
   a. How does this proposed project enhance the mission and purpose of the Women of Excellence Giving Circle?
   
   b. How will this project further the mission of Xavier University to “engage and form students intellectually, morally and spiritually, with rigor and compassion, toward lives of solidarity, service and success?”
   
   c. What is the "need" for this grant, and how was this need identified?
   
   d. If funded, describe the expected impact of your project. Specifically quantify the number of people who will be impacted (students, faculty, staff, University, community) short and long term, and any other such quantifiable impact. *Specific information regarding curricula, symposia etc. is encouraged.*
   
   e. If your project is funded, how will the WOX Giving Circle be recognized as having played a role in the success/completion of your project? Give specific examples.
   
   f. How will you measure the success of your project, if funded? What are the qualitative and quantitative measures that you will use to assess impact and effectiveness? Indicate if programs used in the project are validated “best practices.”
   
   g. If funded, how will you communicate the results of your project to WOX Giving Circle Members? Do you agree to speak at WOX events about your project?

**Appendix**

Grant proposals funded by the 2009 Women of Excellence Giving Circle can be viewed at [www.xavier.edu/wox](http://www.xavier.edu/wox).

Other types of proposals that may be submitted for funding could include the following:

- Faculty research, training, or development that seeks to incorporate new ways to introduce gender issues in traditional subjects
- Programming related to the development of women
- Student group participation in leadership seminars and workshops
- Research, historical or cultural exhibits
- Resources and materials needed in support of new or existing programs (excluding technology or capital expenses)
- Guest speakers who offer dialogue on women’s issues
- Development of student programs that explore the non-profit arena and the importance of philanthropy