



The Women of Excellence was created to honor, extend and advance the legacy of Xavier's and Edgecliff's extraordinary women graduates, as well as provide opportunities for women to grow as organizational and philanthropic leaders for the university

Guidelines for the WOX Grant Awards

Revised 11/17/11

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.

Eligibility

- Principal Faculty, Clinical Faculty, and Lab Instructors
- Administrative Staff
- University sponsored student groups (i.e. student clubs or student working groups).

Types of Awards

- Independent Projects: Stand alone projects with no partnerships outside applicant
- Collaborative Projects: Involves multiple areas within the University and/or community
- Pilot Projects: A new, innovative/exploratory project that determines if a program could happen/be sustained at Xavier in the future. This type of project must go beyond a one-time event.

Activities Funded

- Expenses that are eligible for consideration in grant awards:
 - Honorariums for speakers
 - Travel costs for speakers
 - Equipment and supplies
 - Materials /supplies to support project
 - All other costs associated with events
 - Interns/Graduate Assistants
- Expenses that will *not* be considered:
 - Faculty and/or University Staff salary
 - Technology (computers, personal technology devices)
 - Capital improvements

Application Process

- All grant applications must have signature approvals as follows:
 - Faculty- Department Chair and Dean
 - Staff- Direct Report Supervisor and Vice President
 - Student Groups- Advisor and Dean of Students
 - Student groups MUST be University recognized student groups as defined by SCG at the time of the application. (www.xavier.edu/student-involvement/campus-clubs/how-to.cfm)
 - All officers of the student group must be listed with their current year of study (freshman, sophomore, junior, senior).
 - Student groups must include a minimum of two students who will return as an officer of the student group in the academic year the program will be funded.
 - All individuals or departments referenced in the proposal as being part of the project's implementation must be signatories on the application.



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Deadlines

- WOX will accept grant applications between January 1 and March 1 for projects and programs that will be funded beginning July 1, which is the beginning of the new fiscal year. The latest grant funds may be activated is October 1.
- Grant awards will be announced in April.
- Grant funds will be available in July, with all expenditures to be completed at the earlier of 18 months following the grant or within 90 days following the conclusion of the event/project.

Award Amounts

- The maximum award from the WOX Giving Circle is \$10,000 per year, or \$20,000 for two-year projects. The length of a project may not exceed two years.
- If a project's total budget is greater than **\$10,000** per year, other sources of support must be stated and appropriate documentation from other funding partners must be provided.
- The number of grants and amounts awarded by the Women of Excellence will be dependent on total dollars received from of the Giving Circle during the fiscal year beginning June 1st, 2011 through March 31st 2012.

Process and Review

- Applications will be reviewed by an internal review committee consisting of members of the Women of Excellence Development Committee, faculty, and staff, who will evaluate the proposals to determine which are eligible for voting by the Giving Circle Members.
- Eligible applications will be made available to Giving Circle members.
- Voting by the WOX Giving Circle Members will occur in March and/or April via mail and/or email.
- Award recipients will be notified in early 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.

Reports

- Grant awards will be monitored and administered by WOX staff.
- Within 90 days after the conclusion of the event/project, award recipients must submit a 1-page minimum narrative summary of the project, including successes and barriers encountered to success, and a financial report to the WOX Director.



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WOX Grant Application Format

Revised 11/11/11

Proposal assistance is available through the Office of Grant Services.

Cover Page Should have the following information in the following order:

- Name of Applicant(s)
- Position
- Title of project
- Include: "Proposal for WOX Grant"

Abstract

- Title of the proposed project
- Amount requested
- Brief abstract of proposed project – not to exceed 150 words - that clearly and concisely states the aim of the project, the anticipated value for XU students and/or faculty, and the indicators of success.
- All appropriate signatures as outlined in the application process.

Budget page

What is the amount of funding requested?

- 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.
- If more than 25% of a budget is allocated toward food and incentives, specific rationalization for these expenses should be provided.
- Include a detailed list of supplies and equipment necessary to complete the project
- If a project's total budget is greater than \$10,000, per year, other sources of support must be stated and appropriate documentation from other funding partners must be provided.

Narrative:

Should be limited to two single-spaced, typewritten pages and answer the following questions:

1. How does this proposed project enhance the mission and purpose of the Women of Excellence Giving Circle?
2. 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?"
3. Why is this project important? Does it address a gap within existing University programs?
4. What is the expected outcome of your project? How many people (faculty, staff, students) will be engaged in your project?
5. 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?
6. 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.



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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
- Please visit the Women of Excellence web site at: www.xavier.edu/wox for examples of projects that have been funded in the past

Requests for technology, capital improvements, or salary increases will not be considered.

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. If you are unsure whether your project requires review, consult the Q&A section of the website or contact the IRB directly.

Key requirements for approval include:

- Risks to subjects are minimized and are reasonable in relation to the anticipated benefits Selection of the subjects is equitable
- If applicable, there are appropriate procedures for obtaining and documenting voluntary Informed consent
- There are adequate provisions for the safety of subjects with special protections for vulnerable subjects
- There are adequate provisions to protect the privacy of subjects and to maintain the confidentiality of data

Submission:

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

Questions should be directed to Alana Nodell at nodella@xavier.edu

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