

**WOX Grant Application Form for 2022**

**12/6/21**

Use and completion of this Application Form is required for submission of your grant. Only Applications using this template will be considered for an award.

The completed WOX Grant Application must be emailed to [cassidycoxs@xavier.edu](mailto:cassidycoxs@xavier.edu) **and** a paper copy with appropriate signatures mailed or hand delivered to Cyndi Meyer, Alumni Building ML 5630 by 5 p.m. **March 1, 2022.**

**NOTE: Applicants are encouraged to seek proposal assistance through the Office of Grant Services. Please contact Shari Howell by phone at 745-1904 or email at [howells3@xavier.edu](mailto:howells3@xavier.edu) as early as possible and at least 10 business days before the due date.**

**PROPOSAL FOR WOX GRANT**

Title of Proposed Project:
Amount Requested:
Name of each applicant, their position and signature:
<b>Add ALL</b> appropriate signatures below as outlined in the Guidelines document for the WOX Grant Awards. For each approval needed, please type the <b>person's name, title, email address, and <u>have them physically sign the Application.</u></b>
Provide a brief abstract that clearly and concisely states the aim of your project, anticipated value for XU students and/or faculty, and the indicators of success: (maximum 350 words)

**NARRATIVE**

Please provide a detailed project description (in #1) and answer the questions below (#2 - #8) Limit the length of your answers (including project description) to three single-spaced, typed pages.

1. Provide a detailed description of your project; what will take place, where, when, and who will be involved in the project, and the timeline. (maximum 1 page)
2. How does this proposed project enhance the mission and purpose of Women of Excellence?
3. 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?”
4. Why is this project important? Does it address a gap within existing University programs?

5. What is the expected outcome of your project? How many people (faculty, staff, students) will be engaged in your project? If the project will continue beyond the Grant timeline, what are your plans for future funding?

6. 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?

7. 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.

8. If you are applying for a 2-year grant, please explain why a 2-year award is important to the success of your project. **(Note: these are projects that will take 2 years to complete, not for 2 years of funding for the same project).**

## **BUDGET**

What is the amount of funding requested?

Below please provide a **detailed** budget with justification/need for each itemized expense.

- If your project requires students to be paid, that payment must be included as an itemized expense. For example, if your project requires 2 student coordinators, the role needs to be specified and included as an itemized expense. [i.e. Student workers:  $2 \text{ students} * \$8.10/\text{hr} * 10 \text{ hrs/week} * 12 \text{ weeks} = \$1,944$ ; Student worker fringe benefits -  $\$1,944 * 1\%$ (stated fringe benefits rate for full-time students) =  $\$19.44$ ]. Note: Students must be paid as an employee and cannot be given stipends.
- If more than 25% of your budget is allocated toward food and incentives, specific detailed rationale and explanation for these expenses should be provided.
- Include a detailed list of supplies and equipment necessary to complete your project.
- If your 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.
- All costs, including student pay rates, must follow University policy. Your budget for these items should take this into account. Please contact Shari Howell ([howells3@xavier.edu](mailto:howells3@xavier.edu)) to discuss budget questions.