The next deadline to submit applications for the FM Grant Program is:

**Friday**
**April 29, 2016**

1. You have two options for completing an FM Grant Application:
   
   **A.** The application form can be filled out online at:
   https://www.surveymonkey.com/r/FMGrants_April2016
   If you fill it out online, you aren’t required to submit any printed materials to the Finance SAT.
   
   **B.** You can download a document from FM’s web site:
   http://departments.weber.edu/facilities/fm_grants.asp
   Fill it out, print it, and submit one copy of your completed application to Jake Cain by the deadline listed above.

2. For education requests, preference will be given to the applicants who have applied for a Staff Development Grant.

3. Successful applications will be complete and include a detailed description of the project, as well as accurate cost estimates.

4. You won’t be notified whether or not you were awarded an FM Grant until after Friday, April 29th, so please keep that date in mind when choosing your training classes. Make sure you will have enough time to register and make travel arrangements after being notified.

5. A current list of FM Grant Guidelines can be found on the reverse side of this sheet or with the online application that can be downloaded from the FM website.

6. In lieu of a workshop this year, you can schedule one-on-one assistance with any member of the Finance SAT should you need assistance. Contact Jake Cain for more information.

7. If you have any questions, please contact one of the following members of the FM Finance SAT: Jake Cain (Team Leader), Shawna Code, or Mark Halverson.
FM Grant Application Guidelines  
(revised Feb 2010)

**Required**
- The most current version of the application must be used. The most current version will have the correct deadline at the top of the page.
- Applications must be complete and include a detailed description of the project, accurate costs, and backup documentation.
- Both the applicant and his or her manager must sign the application.
- Each application should only include one applicant for training or one item of equipment. *Exceptions can be made for group training however, justification must be provided for requests to send multiple people to the same or similar training.*

Each applicant that is given funding for training may be asked to give a brief evaluation of the training to the Finance SAT. These evaluations will be used to determine the benefit of sending FM staff to this training in the future.

**Preferred**
- Education that will prepare an individual to return and share with others in FM is preferred.
- Education that relates to an applicant’s job description or is in the logical career path for that position.
- Training that is offered on campus. Local training is preferred to training at locations that require extended travel.

**General**
- Each application for equipment or training must be justified and will be evaluated on its own merits.
- If one course in a series funded, there is no guarantee that the Finance SAT will continue to fund subsequent courses.
- A minimum of five people will be used when rating applications, if five members of the Finance SAT aren’t available, the committee will ask for volunteers.
- Applicants need only submit one (1) paper copy of the application package to the FM Business Center. The applications will be scanned and shared for rating electronically.
- Job essential equipment such as: small hand tools, ladders, mops, buckets, gloves, etc. will be given a lower priority.