

FM Grant Application Guidelines (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.

Facilities Management Grant Application.

Submit one copy of your completed application to Chair of the Finance SAT.

Name:	Shop:
Amount Requested:	
Project Title:	
Project Begins:	Project Ends:
Participant Name(s):	

For education-related projects only:

Have you applied for a Staff Development Grant for this Project?	
If yes, were you awarded funds? How much?	If no, explain why not.

I understand that Facilities Management grants awarded for this project are to be used only for this project. If the project is not realized during the project dates indicated above, the funds will be returned to Facilities Management.

Applicant Signature and Date: _____

I have reviewed this proposal.

Supervisor's Signature and Date: _____

Supervisor's Comments (<i>attach a separate sheet if needed</i>):

You may submit your proposal in any format you wish. We recommend you review the guidelines attached to this document. Write a detailed description of your project and attach it to this application. Please include any supporting documents. Failure to provide examples and to address each of the following criteria will make it impossible for the Selection Committee to evaluate the proposal properly. Each proposal will be evaluated on the following criteria.

1. **Description of Project:** Includes who, why, what, where and when, your involvement in the project, relation of project to job description, and/or enhancement of job skills, etc. If you are going to a conference or workshop, attach copies of the agenda and other supportive information.
2. **Benefits to University:** Includes cost effectiveness, University exposure, excellence in education, meets community or student needs, provides a service to students, new concepts, training opportunities and/or application of acquired skill from project, etc.

(Application Last Updated March 2, 2010.)