IU GLBT Alumni Association
Mini-grant Application

Revised 1/2011
MINI-GRANT APPLICATION

WHO CAN APPLY?

1) Any student organization on any IU campus registered with the IU Student Activities Office or comparable campus office

or

2) Any full-time student enrolled at any IU campus

Any student organization applying for a mini-grant must provide evidence of registration. No mini-grant will be payable directly to an individual student. Rather, any mini-grant money awarded to a student applicant will be payable only to the account of (i) a student organization registered with the IU Student Activities Office, (ii) an IU academic unit, e.g., Kelley School of Business or (iii) an IU administrative unit, e.g., GLBT Student Support Services Office. It is the sole responsibility of a student applicant to obtain the necessary approval for the payment to such an account.

The student(s) listed on the title page must complete all parts of the mini-grant application and will be responsible for all follow-up reporting requirements. All applications require an IU faculty or staff member to serve as the project oversight director. Faculty and staff members are not eligible to apply, though they are encouraged to serve as project oversight directors.

WHAT KIND OF PROJECTS RECEIVE MINI-GRANTS?

The mini-grants are administered by the Board of Directors (“Board”) of the IU Gay, Lesbian, Bisexual, and Transgender Alumni Association (“GLBTAA”), an affiliate of the IU Alumni Association. All mini-grants are awarded to applicants in the sole discretion of the GBLTAA Board. Mini-grants are available for student organizations and individual students interested in designing and implementing quality, educational, social or community serviced-based projects that support the gay, lesbian, bisexual and transgender (“GLBT”) community. Projects may last one day or span the length of the academic year. Common elements for projects include (i) addressing real GLBT community needs and (ii) offering some long-term benefit. For example, projects that could be funded include (but are not necessarily limited to):

- Planning a program for Day of Silence,
- Bringing GLBT speakers to campus,
- Planning a program or event for IU or community involvement,
- Planning collaborative programs with other IU campus groups on any IU campus, or
- Travel expenses for GLBT advocacy.

HOW MUCH CAN BE AWARDED?

Mini-grant awards range from $100 to $1,000. The GLBTAA aims to support as many quality projects as possible; therefore, award amounts are dependent upon the number of applications received each academic year.
MINI-GRANT APPLICATION

**HOW ARE AWARDS DISBURSED?**

Mini-grant awards can only be paid to an IU student activities account or to an account maintained by an IU academic or administrative unit, as more fully described above.

**HOW CAN THE MINI-GRANT MONEY BE USED?**

Mini-grant money can be spent on fees, expenses, supplies and materials needed to implement the project, as well as transportation, food or related costs. The funds cannot be used to buy gifts, to make donations or to pay salaries or wages.

**WHEN ARE THE MINI-GRANT APPLICATIONS DUE?**

Applications must be received at least 30 days before the start date of the project. Faxes and e-mailed pdf documents are accepted.

**WHAT IF I HAVE QUESTIONS DURING THE APPLICATION PROCESS?**

If you have any questions or comments, please contact:

Doug Bauder  
Coordinator of GLBT Student Support Services Office  
705 East Seventh Street  
Bloomington, IN 47405  
812-855-4252  
dbauder@indiana.edu
MINI-GRANT APPLICATION

A complete mini-grant application must consist of the following:

☐ Title Page - Complete all of the contact information on the form provided.

☐ Budget – Follow the budget guidelines listed below.

☐ Abstract – This is a brief description (½ – 1 pg typed) of the essential details of your project.

☐ Narrative – The narrative (1-2 pg, typed) must describe how the project integrates the four program elements listed on the following page.

Incomplete applications will be ineligible for funding and will not be submitted for review.

BUDGET GUIDELINES:

1. Read these guidelines carefully so that your budget form will be correctly completed.
   - Be as detailed as possible. Attach extra pages as needed, presenting the additional information in the same format as the project budget form.
   - Section 2: If you will have funds available for the project from other organizations or fund-raisers, or if any budget items are being donated or provided in-kind for the project, or if discounts are being given by stores, list the organization or other source of funds, or specific donated or discounted budget item under “OTHER INCOME SOURCES” and list the monetary amount under “AMOUNT.” Do not leave this section blank. It is important to know if you are making efforts to obtain other funding for your project.
   - Section 4: List the individual budget items that will be covered by mini-grant funds under “MINI-GRANT REQUEST” and the individual amount that each will cost under “AMOUNT.”
   - Section 5: Do not leave this section blank. The GLBTAA wants to know that you have considered all facets of implementing your project and what effect funding at a lesser amount would have on implementation.

2. Line 1A. is the TOTAL cost to implement your project.

3. Line 2B. is the subtotal amount of funds or donations you have available from Other Income Sources.

4. Line 3C. is the amount still needed to implement your project.

5. Line 4D. is the TOTAL amount requested in mini-grant funds to implement your project.
**WHAT ARE THE FOUR PROGRAM ELEMENTS?**

All mini-grant applications must include the following four program elements. Use the following questions provided under each element to guide you as you plan your project and complete the narrative to be attached as a part of your application. It is suggested that you use the elements as headings in your narrative.

<table>
<thead>
<tr>
<th>ELEMENT</th>
<th>GUIDING QUESTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Community/Campus Need</td>
<td>How do you know there is a need for this project? With whom (e.g., community or organization leaders, government spokespersons, citizens, students, faculty or staff, etc.) did you talk and how did they help you to identify the need for your project?</td>
</tr>
<tr>
<td>2. Planning Committee</td>
<td>Who will be involved in the planning and implementation of your project?</td>
</tr>
<tr>
<td>3. Meaningful Action</td>
<td>What is the expected impact of the project? Is it long-term?</td>
</tr>
<tr>
<td>4. Evaluation</td>
<td>What will be different as a result of your project? What are you trying to change or improve? How will you know that this has been accomplished?</td>
</tr>
</tbody>
</table>
MINI-GRANT APPLICATION

IU GLBT Alumni Association
Mini-grant Title Page

University: Campus Location:

Project title: Project Oversight Director:

Project date: start date: end date:

Total amount requested (must be between $100 - $1,000):

Estimated # of individuals served: Estimated # of project participants:

Project description (1-2 sentences):

Account number to which funds will be payable:

_________________________________________

Information about the STUDENT PROJECT LEADER:

Student’s Name: Student Organization (if applicable):

Address, City, State & Zip:

Telephone (school): Telephone (permanent):

E-mail:

Have you, directly or indirectly, ever received a grant from the IU GLBAA?

☐ YES Program name:

Award date: Award amount:

☐ NO

SIGNATURE:

_________________________________________

APPLICATION CHECKLIST

☐ Title Page ☐ Budget ☐ Abstract ☐ Narrative
MINI-GRANT APPLICATION

Information about the PROJECT OVERSIGHT DIRECTOR:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Position:</th>
</tr>
</thead>
</table>

| Address, City, State & Zip: |

| Campus department: |

<table>
<thead>
<tr>
<th>Telephone:</th>
<th>Fax:</th>
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<table>
<thead>
<tr>
<th>E-mail:</th>
<th>Signature:</th>
</tr>
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</table>

By signing and submitting this IU GLBTAA Mini-grant Application, the applicant agrees to follow all grant guidelines outlined by the GLBTAA.

For IU GLBTAA reviewing committee use only:

Date application received:

Initials of Intaker:

Date(s) of project:

Was application complete upon arrival?

<table>
<thead>
<tr>
<th>Complete Title Page</th>
<th>YES</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>NO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Form</th>
<th>YES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Abstract</th>
<th>YES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NO</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Narrative</th>
<th>YES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NO</td>
</tr>
</tbody>
</table>

Comments:
**MINI-GRANT APPLICATION**

**IU GLBT Alumni Association**

**Mini-grant Budget**

**Student Name:** [Student Name]

**Project Title:** [Project Title]

<table>
<thead>
<tr>
<th><strong>1. BUDGETED PROJECT ITEMS</strong></th>
<th><strong>COST</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>[List budget items and costs]</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>A. TOTAL PROJECT COST:</td>
<td><strong>1A.$</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>2. OTHER INCOME SOURCES</strong></th>
<th><strong>AMOUNT</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>[List other income sources]</td>
<td></td>
</tr>
<tr>
<td>B. TOTAL OTHER SOURCES:</td>
<td><strong>2B. $</strong></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th><strong>3. BALANCE NEEDED FOR PROJECT</strong></th>
<th><strong>AMOUNT</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>C. SUBTRACT LINE 2B. FROM LINE 1A.</td>
<td><strong>3C. $</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>4. MINI-GRANT REQUEST</strong></th>
<th><strong>AMOUNT</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(List individual budget items and amounts to be paid with mini-grant funds.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>D. TOTAL MINI-GRANT REQUEST AMOUNT:</td>
<td><strong>4D. $</strong></td>
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</tbody>
</table>

**5. OTHER BUDGET INFORMATION**

Should you be awarded less than the amount requested, will you still be able to implement your project? How do you plan to obtain the rest of the funds needed?
Applications may be weighed against each other based on the following criteria. Total points available = 100.

1. Ability to address a specific educational, social or community service need within the GLBT community
   Comments:
   □
   # points awarded / # points available

2. Ability to produce results and benefits for the GLBT community
   Comments:
   □
   /20

3. Ability to implement and finance the desired event or program
   Comments:
   □
   /20

4. Ability to generate visibility for the event or program
   Comments:
   □
   /10

5. Ability to raise additional funds
   Comments:
   □
   /10

6. Addresses the four program elements
   Comments:
   □
   /20

DATE: ________________
EVALUATOR: ________________________
________________________________________

STUDENT APPLICANT: ________________________
________________________________________

POINT TOTAL: _________ /100 total points

COMMENTS: