

SPECIAL GRANTS

**APPLICATION COVERSHEET** Women's Center | Office for Equity and Diversity

**APPLICANT (Individual or Group)**

Last First MI

Project Title/Name

Department/Unit

Campus Mailing Address

**CONTACT PERSON**

Last First MI

Phone Email Amount requested

University affiliation of principal project participants (i.e. Faculty, CS/BU, P&A, Graduate/Professional Student, Undergraduate)

Project Grant / Institutional Change Grant

**FUNDING HISTORY**

Have you previously applied for a Special Grant?  Yes  No

If Yes, list dates, project, and amount

Has a final project report been submitted for the previous grant?  Yes  No

**PROPOSAL SUMMARY** (attach)

Provide a summary/abstract (100 word maximum) that may be used for publicity purposes if the grant is awarded.

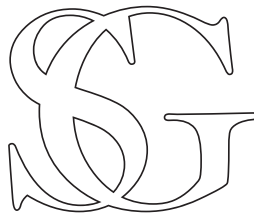
**SUBMIT 2 COPIES TO**

Women's Center  
126 Klaeber Court, 320 16th Ave SE  
Delivery Code 3013  
Mpls. MN 55455  
Fax: 612.624.9028  
Email: women@umn.edu

**QUESTIONS**

612.625.9837  
612.625.2385  
women@umn.edu  
www.umn.edu/women

The Women's Center and the Office for Equity and Diversity make this award possible.  
Form and application materials are available in alternative formats upon request, please contact the Women's Center.  
The University of Minnesota is an equal opportunity educator and employer.



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PROPOSAL NARRATIVE (maximum of five pages)

- 1. Briefly describe the individuals and/or groups that will be involved in the project or program and their relevant qualifications.
2. Describe your request (incorporating the following points):
- Project or program description
- Problem statement: what problems, needs, or issues does it address?
- What are the goals, objectives and activities/strategies involved in this request?
- Who are the intended beneficiaries and how will they benefit from the project or program?
- How does the project or program support the mission of the Women's Center?
- For Institutional Change Grant applicants: describe the systemic or institutional change you are trying to achieve.
3. Evaluation: Briefly discuss your plan for evaluating the success of the project or program.
4. Finances:
- Attach a detailed project budget, including the total amount requested from the Women's Center.
- For on-going or continuing projects, describe your plan for financially supporting the project in the future.

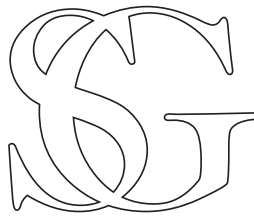
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GRANTS

**MEMORANDUM OF AGREEMENT** Women's Center | Office for Equity and Diversity

This is an agreement between the project director and co-applicants and the Women's Center

The project director and other participants agree:

- To accept the award of \$\_\_\_\_\_ made by the Women's Center;
- To carry out the project proposed in the grant application, contacting the Women's Center if questions arise and if adjustments or changes need to be made;
- To acknowledge the Women's Center as a cosponsor on all materials relating to the project;
- To provide a report when the project is completed including a summary of the project and an evaluation of the results;
- To submit the final report no later than June 30.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Project Primary Contact:** on behalf of all co-applicants

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**AWARD TRANSFER INFORMATION** (please choose one of the following)

Transfer award to the following University EFS Number: \_\_\_\_\_

Budget Contact Name \_\_\_\_\_ Department \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_ Campus Address \_\_\_\_\_

Transfer award to the following Checking Account:

User Name of Checking Account \_\_\_\_\_ Account Number \_\_\_\_\_

Social Security Number \_\_\_\_\_ Mailing Address \_\_\_\_\_

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