

# SAEF GRANT PROPOSAL GUIDE

"The fundamental purposes of the St. Anthony Education Foundation (SAEF), a secular public charity, are to encourage and support, through scholarships and grants, the educational and cultural activities of members of St. Anthony Hall. Through its efforts, the Foundation seeks to enhance the development of members' intellects and foster responsible citizenship."  
- SAEF Mission Statement

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### I. OVERVIEW

The St. Anthony Educational Foundation grants funds for charitable and educational purposes to individuals and to organizations. We invite all members of St. Anthony Hall and non-members alike to submit grant applications for programs and projects that are literary, educational, or academic in nature. We seek grant applications that are creative, that may further one's education, that might support a program or initiative on campus or elsewhere, or that help to promote educational opportunities for others.

Past Foundation grants have funded such activities and purchases as Chapter speaker series, Chapter computer and educational equipment, educational programs abroad for individual members, individual academic research, Chapter literary publications, and artistic projects. Proposals for any activities or purchases that conform to the mission of the Foundation will be considered, and new and creative proposals are especially encouraged. Note, however, that the tax-exempt status of the Foundation prohibits funding of certain activities, notably food or lodging for individual grant recipients.

Grants that benefit an entire Chapter (Chapter Grants) will generally be given funding priority over grants that benefit only one member or a small collection of members. The Foundation will not generally provide funds exceeding \$6000 for Chapter Grants or \$2500 for other grants.

The remainder of this document provides further policies and detailed application procedures. Please read the entire document carefully and follow all procedures detailed in Section V when applying for a grant. If you have any questions at all, please feel free to contact the Chair of the Grants Committee.

## II. AWARD CONSIDERATIONS

**Chapter grants** are generally awarded for items or events benefitting the undergraduate Chapter as a whole. Such grants often include requests to fund community educational activities, such as a lecture series or publication of a campus-wide scholarly journal or literary magazine. Such grant awards are easily justified due to the clear benefits to the entire academic community. The Foundation also considers requests for purchase of educational or artistic equipment or furniture for educational use, but such applications must be specific in showing that such material would serve a broad educational interest.

Examples of recent chapter grants:

- Chapter lecture series
- Chapter archiving
- A Chapter-sponsored theater production
- Purchase of a projector for Chapter film screenings (open to the public)
- Purchase of a video about the dangers of hazing
- Purchase of a Chapter printer

**Individual grants** and grants to small groups are normally approved only for active undergraduate or graduate students, though all proposals will be considered. Even for individual grants, the activity to be supported should demonstrate broad educational interest and have an element of greater good to the community. In addition, all proposals must include a proposed benefit to the Hall, even if such benefits are secondary to the main proposal. An example of such a secondary benefit might be a lecture at the Hall on the end product of a research study or a Hall show of artistic works funded by a grant. Simple requests to fund a 'semester abroad' or self-improvement activity will not be funded, nor will funding for purchase of any equipment of more than minimal cost that would remain in the possession of the applicant beyond the term of the grant; for example, the Foundation will not purchase cameras or audio-visual equipment to remain in the possession of individuals beyond the term of the grant. In general, the broader the impact of a proposed project, the more likely it is to be funded.

Examples of recent individual grants:

- Advanced teacher training
- Astronomy research
- Research on the political system in Argentina
- Art history research
- Photography exhibition
- A play production
- Research on Classical Greece
- Supporting a campus literacy program of which the individual was a member

- Starting a campus-wide social service organization
- Materials for a creative design project
- Travel to Germany for medical ethics study

### III. DEADLINES AND DECISIONS

SAEF grants are awarded twice per academic year, subject to funding availability. Deadlines for receipt of applications are strictly enforced.

- FALL grant applications are due to the Foundation by **November 15**. Award decisions will be finalized at the winter SAEF Board meeting, usually during the Grand Convention.
- SPRING grant applications are due **March 15**. Award decisions will be finalized at the spring SAEF Board meeting, usually in late April or early May.

Any questions during the consideration process should be directed to the Chair of the Grants Committee.

### IV. AWARD PROCEDURES AND REQUIREMENTS

Those wishing to be considered for a SAEF grant must submit a proposal in accordance with the guidelines of Section V, below. Proposals will be considered by the SAEF Grants Committee, which will make recommendations for funding, partial funding, or rejection to the SAEF Board of Trustees, which will vote on dispersal of funds. In some instances, a grant may be approved conditionally upon receipt of additional information from the applicant.

In most cases, if a grant is approved, the applicant will receive immediately a check for 90% of the funding approved. The remaining 10% will be disbursed once a follow-up report has been received and accepted. Grant awardees are responsible for spending grant funds as detailed in their submitted proposals and for documenting all expenditures. A written follow-up report and receipts must be presented to the Foundation in a timely manner (see Section VI, below). Any funds not spent in accordance with the grant proposal or not documented by receipts must be returned to the Foundation. Failure to submit a follow-up report will also lead to a requirement that funds be returned and may jeopardize the funding of other proposals from the awardee's Chapter. By submitting a proposal, the applicant agrees to these terms and conditions.

### V. PROPOSAL SUBMISSION PROCEDURES

Proposals should be submitted by a single primary applicant, though additional applicants may be listed as co-applicants or a proposal may be designated a Chapter Grant if the applicant is applying on behalf of the entire Chapter.

Completed proposals can be sent to St. Anthony Hall in any of the following manners:

- Grant submission portal on the SAEF Grants tab of the St. Anthony Hall website
- email to [national@stanthonyhall.org](mailto:national@stanthonyhall.org)
- mail to St. Anthony Hall, P.O. Box 4633, Chapel Hill, NC or fax to 919-381-6059

Supporting documents (see Section I of Proposal Contents) may be submitted directly by the relevant entities.

All SAEF Grant Proposals must adhere to the following outline and contents. Proposals not submitted in this format or omitting any content may not be considered for funding. In addition, proposals should be written clearly, precisely, and professionally. The Committee reserves the right to refuse to consider proposals that do not meet minimum acceptable standards.

*It is strongly encouraged that applicants submit their proposals for review and suggestions to their Chapter's graduate organization well in advance of the SAEF deadline. For some Chapters, this is required by the graduate organization in order to receive the graduate chapter endorsement that is necessary for application. Check with your graduate organization for more details and for their precise endorsement policy.*

### REQUIRED PROPOSAL CONTENTS

A. Cover Sheet: All applications must contain a completed SAEF Grant Cover Sheet.

B. Summary: Within the Cover Sheet, provide a brief (200 words or fewer) summary overview of the proposed grant activity or purchase.

C. Detailed Explanation: Provide a complete explanation of the proposed grant activity or purchase. Please provide any relevant background.

D. Educational Justification: Explain why your proposed grant activity or purchase conforms to the educational mission of SAEF.

E. Who Will Benefit: Explain how your proposed grant activity or purchase will benefit all of the following that apply: 1) the Hall, 2) your chapter, 3) your University community, 4) broader communities/society. Note: All grant activities or purchases must possess a St. Anthony Hall component. If your grant activities will not take place at the Hall or do not consist of purchases for the Hall, explain how you will communicate any knowledge or achievements gained through your activities to the Hall (examples may include presentations at the Chapter, at the Grand Convention, etc.).

F. Who will be involved: Who will be involved in the proposed grant activity. Include all relevant Hall members and sponsoring entities.

G. Timeline: Detail the timing of all events related to the grant.

H. Budget Details: You must provide a budget for your grant, explaining both how much money will be needed and, if your project exceeds the amount you request or full funding is not provided, how you will finance the difference. For any item over \$50, you must provide a source for your price quote. NOTE: SAEF does not cover food or lodging directly, though such costs included in program fees through a college may still be eligible in total.)

I. Supporting Documents: The following supporting documents must be provided as part of your grant proposal. These documents may be submitted separately from the rest of the proposal by the relevant entities:

1. A resume or C.V. for each grant applicant
2. If you are an undergraduate, a letter of endorsement from the #1 or #2 of your Chapter, confirming that you are a member in good standing
3. For all applicants, a letter of endorsement from the President or otherwise officially designated officer of your Chapter's graduate organization
4. As applicable, supporting letters from any sponsoring agencies, schools, programs, or academic advisors. Any proposal for work or study at an institution, research with an advisor, participation in an organized program, travel as a representative of an organization, or any other activity undertaken in conjunction with an outside organization or sponsor *must* contain such supporting letters.

## VI. FOLLOW-UP REPORTS AND SUBMISSION OF RECEIPTS

A follow-up report must be submitted for each grant awarded, including original receipts and a description of how all Foundation funds were spent. Proper documentation that funds were spent consistently with the mission of the Foundation is absolutely essential in order for the Foundation to continue providing grant support. A template form detailing specific requirements for follow-up reports is provided at the SAEF Grants tab of the St. Anthony Hall website.

The Foundation expect reports to be submitted as soon as the project is fully completed, but no later than the deadline for the application cycle one year after the grant is approved (in other words, the follow-up report for a grant approved in the spring cycle will be due the following March 15, and for a grant approved in the fall cycle, the follow-up will be due the following November 15). In exceptional circumstances, extensions may be granted, but requests for such extensions must be made to the Foundation prior to the deadline. The Foundation will withhold approval of new grants to Chapters and members of Chapters of those individuals who have not filed follow-up reports in a timely or satisfactory manner.

Follow-up reports may be used to help continue to publicize SAEF's mission. They may be posted on the St. Anthony Hall website, included in the St. Anthony Hall newsletter, or used for future fundraising purposes. If the grant recipient would prefer that their name be withheld when the report is so used, please indicate so.

Once a follow-up report is received and approved, the recipient will be sent a check for the 10% of grant funds withheld (up to the balance of grant funds accounted for in receipts) and the grant will be considered closed.