CAROLINA PARENTS COUNCIL
2019-2020 Grant Application, Instructions, & Guidelines

All awarded grant applications must abide by University policies and guidelines.

INTRODUCTION
Each year the Carolina Parents Council awards Parents Council Grants. These funds consist of monies raised from the Parents Council members of undergraduate students and emeritus members of the Council. The Parents Council has granted substantial funding to several academic and student affairs departments for programs/events that contribute to the quality of undergraduate student life and learning at Carolina.

All applicants will receive notification as to whether or not their proposal has been recommended for funding. If funding is awarded, the notification will include the amount, any stipulations that may apply to its usage, and required accounting procedures.

ELIGIBILITY
• University departments whose program/event will benefit and enhance undergraduate student life and learning at the University of North Carolina at Chapel Hill.
• UNC student organizations through an academic or student affairs department.

EVALUATION
All questions on the Parents Council Grant Application form must be completed to qualify for consideration.

• Applications should demonstrate a sincere interest in undergraduate student needs, and programs/events must primarily benefit students.

• The program/event must be viable and produce sufficient results, even if only a portion of the amount requested is awarded. Grant applicants will be required to demonstrate this quality on the grant application by highlighting budget items imperative to the program’s success.

• Grants will be evaluated on the following components:
  • timeline: a detailed, reasonable timeline
  • goals/objective: clear, achievable goals
  • budget: complete, responsible budget
  • collaboration: strong partnerships are evident, no duplication of services
  • student/community impact: quality of experience and/or quantity of students
  • assessment: detailed evaluation plan for measuring success/learning
• Funding is generally **NOT granted for food, prizes, or giveaways.** Funding is **NOT allocated for salaries or stipends.**

• Be intentional about how your group/department manages multiple applications. Multiple programs within a unit may submit one focused application each. One program should not submit multiple mini grant applications.

• Think through your budget carefully, as funding may only be used for items that are specifically outlined in an approved proposal that has been awarded funding. If funding is not used as proposed and approved, the grant will be rescinded.

• Consult with your department’s financial manager to assist with the required budgetary portion of the application. The financial manager is knowledgeable about the University’s accounting system and is a valuable asset in assuring that the applicant makes informed decisions when determining the budgeted items requested per line item.

• In January 2019, the Parents Council Executive Committee will meet to review applications. Finalists will be notified to present a brief overview of their request. The presentation should **enlarge**, not repeat, the written materials submitted in your proposal. The executive committee members will have familiarized themselves with your proposal prior to the meeting, and they will be prepared to ask questions concerning your proposal and presentation. Student participation in the presentation is encouraged if applicable to the grant proposal. If a student is presenting, then a representative from the sponsoring Student Affairs or Academic Department will need to be present during the interview.

• If a grant applicant/department received funding previously from the Parents Council, there must be a final evaluation of the completed program/project on file before an applicant/department benefiting from the funding can apply for any future grant awards for an existing or new program.

**TIMELINE: APPLICATION, PRESENTATION & NOTIFICATION PROCESS**

• **December 10, 2018:** Applications due no later than 5:00 p.m.

• **January 13, 2019:** Finalists are notified to prepare presentation for Parents Council Executive Committee.

• **January 21, 2019:** Applicant presentations are due to NSFP

• **January 25, 2019:** The Parents Council Executive Committee meets to hear presentations and prepare recommendations.

• **February 23, 2019:** Grant recommendations presented to Parents Council for endorsement.

• **March 8, 2019:** Applicants notified of grant status

• **July 8, 2019:** Grant funds available

• **May 1, 2020:** Grant money must be spent as stipulated in the funding letter by May 1, 2020.
GRANT NOTIFICATION & AWARD PROCESS

- An award package letter will be sent via e-mail to the applicant and the department’s director announcing the funding amount and any stipulations that may apply, no later than March 8, 2019.
- An accounting transmittal form will be provided to recipients and is required for all payment requests processed within the award package. This transmittal form must be completed in its entirety in order for the payment request to be processed. An incomplete transmittal form will be returned to the applicant. Department financial managers should be consulted if there are any questions relating to purchasing items needed for the funded program to ensure compliance with the grant award stipulations. Questions relating to processing the payment or reimbursement request, should be directed to New Student & Family Program’s operations manager, Boris Escalona at borise@email.unc.edu.
- Supporting documentation is required for each request for invoice payment, individual reimbursement, or departmental account adjustment. The department’s financial manager should be able to provide assistance with this requirement. Accounting details will be provided to all grant recipients and their financial managers.
- Grant Funding must be spent by **May 1, 2020** in order for all invoices to be processed and paid prior to the end of the fiscal year.
- **If funding is not used as proposed** within the grant application, the grant will be rescinded. Your department’s financial manager will be a valuable asset in helping you make informed decisions to avoid this from happening.
- All applicants/departments receiving grant funds are required to produce a written final evaluation of the program/event 30 days upon its completion. The final evaluation form will be provided to you.
- The applicant or representative from applicant’s department/organization may be asked to present project results to the Parents Council during its fall or spring meetings or to the Executive Committee. Advance notice will be provided in sufficient time to prepare.

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The Parents Council looks forward to receiving your grant application for the 2019-2020 academic year.

Should you have any questions about the application or grant procedures, please contact:

Justin Inscoe, Assistant Director, New Student & Family Programs  
Division of Student Affairs  
CB#5490, Suite 3318, SASB-South  
Chapel Hill, NC 27599-5490  
E-mail: jbinscoe@email.unc.edu  
Phone: 919-962-8304
2019-2020 PARENTS COUNCIL GRANT APPLICATION
Applications must be received by December 10, 2018 at 5:00 p.m. to be considered.

Apply by completing the form here: https://tinyurl.com/PCGrantApp1920

APPLICATION QUESTIONS

Below are the questions included on the application. Please prepare this information so that you are ready to fill in the application form online.

- **Contact Information – Program Director**
  - Please provide contact information. The Program Director is the person(s) overseeing the grant award and sponsoring the grant.
  - Name/title of program director
  - Name of department/organization
  - Address/campus box #
  - Telephone number
  - Email address

- **Contact Information – Contact Person**
  - The Contact Person is the person(s) responsible for managing the grant award and meeting all deadlines if awarded.
  - Name/title of contact person
  - Name of department/organization
  - Address/campus box #
  - Telephone number
  - Email address

- **Contact Information – Finance Manager**
  - The Finance Manager is the person(s) managing or assisting in the grant fund expenditures/purchasing processes.
  - Name/title of finance manager
  - Name of department/organization
  - Address/campus box #
  - Telephone number
  - Email address

- **Program Information**
  - Please provide the details of your program here.
  - Title of event/program
  - Description (100 word limit)
    - Summarize your proposal (100 words limit). The summary should highlight the focus and impact of your program/event
  - Timeline
• Goals/objectives
  ▪ Detail the proposed program/event objective(s)

• Collaboration
  ▪ With what other offices/student organizations will you partner to achieve your objectives? Include any other sources of anticipated financial support.

• Theme
  ▪ Indicate which category best describes your event/program:
    • Safety & Wellness, Student Life, Undergraduate Academics, Career Development & Mentorship, or Other

• Student/community impact – part 1
  ▪ Describe how students will benefit and what students needs are being addressed.

• Student/community impact – part 2
  ▪ Describe the profile of undergraduate students that will be served and estimate the number of students impacted.

• Other Programmatic Information
  ▪ Is this a new or existing program/event?
    ▪ Given a choice between New Program, Existing Program, or Other
  ▪ Is this a one-time or continuing program/event?
    ▪ Given a choice between One-Time, Continuing, or Other

• Assessment
  ▪ Describe how the overall success of the proposed program/event will be measured.

• Budget:
  ▪ This section will seek to learn more about your budget planning for the event and what amount you are requesting. We recommend you seek assistance from your department’s finance or operations manager. Additionally, you can find a worksheet to assist in budget planning below.
  ▪ Explain why Parents Council funds are necessary for this program/event
  ▪ Detail the TOTAL budget amount for the program/event
    ▪ How much will this program cost in total? What will the money be spent on?
  ▪ Detail the PORTION OF THE TOTAL budget amount requested from the Parents Council
    ▪ Of the total budget, what is the amount you are requested from Parent Council funds?
  ▪ What is the minimum amount of funds needed to make this program possible?

• Other Budget Information
  ▪ Has your department or organization ever received Parents Council funds before? If yes, when, how much, and for what purpose?
  ▪ Provided the program/activity is successful, how do you anticipate sustaining it financially in the future?
**TEMPLATE BUDGET WORKSHEET**

- Utilize this worksheet to assist in planning your program budget before submitting your online application. This is not an all-inclusive budget, simply a tool to help you think about what expenses you may need to present in your application.
- Please consult with department’s Financial/HR or Operations Manager to complete in order to ensure accuracy.

<table>
<thead>
<tr>
<th>TRAVEL</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Cost</td>
<td>$</td>
</tr>
<tr>
<td>Mileage Reimbursement</td>
<td>$</td>
</tr>
<tr>
<td>Rental Car</td>
<td>$</td>
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<tr>
<td><em>(explain how this is the cheapest form of travel for reimbursement purposes)</em></td>
<td></td>
</tr>
<tr>
<td>Motor pool</td>
<td>$</td>
</tr>
<tr>
<td>Meals</td>
<td>$</td>
</tr>
<tr>
<td>Lodging</td>
<td>$</td>
</tr>
</tbody>
</table>

| Number of travelers?          |         |
| Name/position of travelers:   |         |

| OTHER EXPENSES                |         |
| Registration                  | $       |
| Other Travel Expenses         | $       |

| TOTAL TRAVEL                  | $       |

| Please check all that apply to your travel |
| In-State Travel                |         |
| Out-of-State Travel            |         |
| Attending Conference           |         |
| Retreat                        |         |
| Other                          |         |

**List Location of Travel**

**List details**:  
- Supplies and Materials*  
- Postage  
- Printing*  
- Miscellaneous Expenses*  
- Meeting Expenses*  

| TOTAL OTHER EXPENSES           | $       |

| TOTAL COST                    | $       |