Student Philanthropy Board ("SPB")
Grant Program Committee

The Student Philanthropy Board Grant Program Committee is working to empower students leading philanthropic efforts through fundraising and grant writing.

Individuals Overseeing Grant Program:
- ○ Members of the Student Philanthropy Board
- ○ Staff within the Division of University Advancement

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SPB Grant Program:
Funding Availability & Process

- Each semester, **$12,500** is to be dispersed among applicants at the board's discretion.

- After the written proposal deadline, the grant committee will narrow the field to top finalists.

- Finalists will be required to create a presentation for the committee to describe their proposal and intended use of grant funding.

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SPB Grant Program:
Qualification Criteria - Applicants

Grant money will be awarded to support the charitable efforts of various Boise State University student organizations and individuals.

- ○ Organizations:
  - Must be registered with the Student Involvement & Leadership Center

- ○ Individuals:
  - Must receive a sponsorship or endorsement from an academic department or student affairs department by obtaining at least 2 signatures (one from a chair or director and one from a financial or administrative staff member in the department)

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SPB Grant Program:
Overview of Proposal Requirements

○ **Cover Sheet**
Can be found on SPB website & includes signature pages (if applicable).

○ **Executive Summary** – ½ to 1 page

○ **Program Description** – 1 to 2 pages

○ **Project Budget**

Budget template can be found on SPB website. A brief budget narrative may be included with your proposal.

○ **Proof of registration as a Boise State Student Organization (if applicable)**

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SPB Grant Application Requirements:
Executive Summary – ½ to 1 page

Title (Centered)

Organizational Background

Mission Statement

Brief Description of Project w/Statement of Need

Amount of Funding Requested

Project Timeline

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SPB Grant Application Requirements:
Program Description - 1 to 2 pages

1) Clearly identify Your Goals & Objectives:

Identify at least one goal = what the program hopes to achieve

Provide one to two objectives = what changes you expect to see as a result of this work. It is major milestone toward achieving your goal.

Make sure that the goal(s) and objective(s) tie back to Statement of Need.

Tip: Remember to be SMART with your objectives.
Specific, **M**easurable, **A**chievable, **R**elevant & **T**imely

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SPB Grant Application Requirements: Program Description (Cont'd)

2) What methods will be used to achieve the outcomes?

    Will you be leveraging other resources?
    Are there other partners involved?

3) How will you measure success?

4) What is the timeline for your project?

    Are there benchmarks that will be met?

5) What will be the lasting impact?

    What makes your proposal extraordinary?

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SPB Grant Application Requirements:
Budget Overview

The budget should be a good faith estimate of the anticipated costs.

Questions to think about:
    Is it necessary?
    Is it reasonable?
    Is it allowable?

The SPB funds _philanthropic_ initiatives.
    *We encourage other funding requests be made to the ASBSU Funding Board.

We are happy to consider requests for funding both indirect and direct costs.

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SPB Grant Application Requirements: Project Budget

The budget will detail revenue and expenses for the grant period. Please include the following line items:

Revenue:
Have other funds already been committed to this project? Please create line items for each funding source.

Expenses:
- Direct costs, including but not limited to: labor, materials & supplies.

- Indirect costs, including but not limited to: administrative costs, IT support, equipment rental

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SPB Grant Application Requirements: Formatting

- Times New Roman font
- Section headings
  - 14 pt. font
  - Bolded title

- Body of text - 12 point font
- Single space
  - Include an extra space between paragraphs

- 1 inch margins
- Save final version as a pdf

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Best Practices for Grant Writing

- Use an active voice

- Spell out all acronyms (at least initially)
  Example: Student Philanthropy Board ("SPB"), okay to use SPB thereafter.

- Be concise

- Find an objective reviewer
  Would someone who knows nothing about what you do understand what you're trying to accomplish?

- Make sure your budget makes sense

- Create templates if applying to more than one source for funding

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How to Submit Your Proposal

1. Save complete application in PDF format.

2. Email application to Madeline Gregg, Student Philanthropy Board Grant Program Advisor, at madelinegregg@boisestate.edu no later than Sunday, February 26, 2022 by 11:59 PM.

For any additional questions or clarifications, please contact:

Madeline Gregg at madelinegregg@boisestate.edu or (208) 426-3012

Good luck!

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Important Dates for Spring 2023 Application Round

Grant Application Opens: January 26, 2023

Grant Proposal Deadline: February 26, 2023 by 11:59 PM

Notification of Finalists: March 3, 2023

Proposal Presentations: March 15, 2023

Award Announcements: March 17, 2023

Deadline to Accept Funding: March 27, 2023 by 11:59 PM

*Grantees will have one year to spend funds awarded by the Student Philanthropy Board and a brief end-of-grant report will be required within one calendar year of funding allocation.

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Workshop Dates for Spring 2023 Application Round

Workshops will be offered twice each semester to help students with drafting their proposals.

This is an office hours style workshop where you can drop by the Alumni & Friends Center ballroom to get help on your application.

Workshop #1: Thursday, February 2nd from 5:00pm - 9:00pm

Workshop #2: Thursday, February 16th from 5:00pm - 9:00pm

*If are unable to attend either of these workshops but would like to discuss your proposal, please reach out to Madeline Gregg at madelinegregg@boisestate.edu to schedule a time to meet.

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