



UNIVERSITY OF HARTFORD

2010-2011 Grant Guidelines

Deadline for one page letter of intent submission:
Monday, November 23, 2009, 12noon

Letters of intent will be reviewed by The Women's Education and Leadership Fund Board of Directors, and selected applicants will then be invited to submit a three-page proposal for review and possible funding.

The Vision of WELFund is for women and girls to have access to educational and leadership opportunities that serve as catalysts for personal and professional growth.

In furtherance of this vision, WELFund fosters and supports initiatives to:

- **Enhance the education of women**
(*e.g., pedagogical research that focuses on women as learners, projects designed to increase participation of women in areas where they are underrepresented)
- **Advance women as scholars and as the subject of scholarship**
(*e.g., faculty-student research partnerships, original scholarship on women or on issues of particular relevance and interest to women)
- **Cultivate and sustain women's leadership skills**
(*e.g., leadership development programs for cohort groups of students, staff, faculty and/or girls and women of the greater Hartford region)
- **Increase awareness about women as individuals and in communities**
(*e.g., public performances, presentations, and publications bringing women into greater public knowledge and appreciation)

*Examples provided are not intended to limit the creativity of grant applicants. While a wide range of activities and expenditures are eligible, please note that WELFund does not provide funding for faculty course releases, stipends for faculty/staff who are fulfilling duties within their contracted roles, stipends for employees of other agencies, or single equipment purchases costing greater than \$500.

The Women's Education and Leadership Fund was established in spring 2006. Since that time, WELFund has provided 62 grants to students, staff and faculty of the University of Hartford in support of women's education. **Based on lessons learned through three years of grant-making, the WELFund Board of Directors and staff revised the guidelines, priorities and processes in spring 2009. Please read all instructions carefully.**

We invite proposals ranging in dollar amount from \$2,000-\$10,000 for projects to be implemented between July 1, 2010 and June 30, 2011. (Proposals requiring a longer timeline will be considered, to a maximum of two years.) Each proposal should directly address one or more of the four WELFund focus areas listed on the preceding page.

- Proposals will be accepted from students*, staff and faculty (active and emeriti) of the University of Hartford, working alone or in partnership with others. Partners might be located within the University or beyond. *Student applicants are encouraged to have a faculty/staff sponsor.
- Primary *beneficiaries* of all projects must be women and girls; the gender of *applicants* is not limited.
- Proposals must be consistent with University of Hartford directions and initiatives; full proposals must include the signatures of the appropriate department head or director, and dean or vice president. Letters of intent can be conceptual, and do not require these signatures of support.

We will give priority to proposals that:

- Involve women students at the University of Hartford and actively seek to enhance their learning
- Stimulate and sustain women's participation in areas where they have been historically or are currently underrepresented, or where specific populations of women are underrepresented
- Benefit a significant number of women and/or girls, and demonstrate significant benefit to the University community as well as to the specific applicants
- Demonstrate capacity to increase public awareness about the University and its contributions to women's education through publications, presentations or other public display of results
- Seek to involve additional co-sponsors for WELFund-supported projects, and/or use WELFund grants as seed money for larger proposals to external granting agencies
- Initiate innovative collaborations within and beyond the University

A special note regarding repeat applicants:

There have been a number of successful applicants who have applied to WELFund for additional grants for the same or similar projects as those funded previously. We are eager to support on-going successes, but believe long-term sustainability of any project requires multiple sources of support and funding. For this reason, the WELFund board has established the following requirements:

- First-time applicants are encouraged to have additional co-sponsors, as noted above in the priority consideration list.
- Second-time applicants (for the same or a similar project) are required to have additional co-sponsors or sources of revenue, with the WELFund grant providing only 50% of the total project cost.
- Third-time applicants (for the same or a similar project) are required to have additional co-sponsors or sources of revenue, with the WELFund grant providing only 25% of the total project cost.

Projects will be supported with a maximum of three grants, and no project is guaranteed additional funding, even if a grant proposal for the project has been successful in the past. These guidelines apply to both previous and new grantees.

Letter of intent instructions:

Interested applicants may submit a one page letter of intent by Monday, November 23, 2009 at 12noon, submitted as an attachment to an email addressed to WELFund Director Jennifer Sanborn, sanborn@hartford.edu. The letter must address the following:

1. Identify applicant by name, email address, and major/department/office
2. Project description (the “what,” “where,” and “how” of the project)
3. Brief explanation of needs to be met by the project (the “why” of the project)
4. Overview of participants either implementing or benefiting from the project (the “who” of the project)
5. Estimate of total project costs, potential project co-sponsors, and a short description of potential expenditures within this cost (the “how much” of the project)

Review process:

The eleven-member WELFund Board of Directors will review all letters of intent to determine who will be invited to submit full proposals. Those invited will receive instructions for the three page proposal with their invitation. The full proposals will then be reviewed by the WELFund Board of Directors. Selected proposals will then be reviewed by the Office of the Provost to ensure all University commitments can be honored.

Timeline:

Letters of intent submitted	Monday, November 23, 2009
WELFund board review	November 30-December 11, 2009
Invitations to submit full applications	Week of December 14, 2009
Full applications due	Wednesday, March 10, 2010
WELFund board and Provost review	March 15-April 5, 2010
Final funding decisions announced to applicants	Week of April 12, 2010
Grantee Information Sessions	Week of May 3, 2010
Grantee contracts signed and returned	May 2010

Grantee obligations:

If accepted, grantees will participate in periodic reporting of progress and expenditures, as well as completion of a final report. In addition, the WELFund director will provide opportunities for grantees to share their initiatives with one another and the wider community. Appropriate acknowledgement of WELFund support is expected in all public presentations, both in print and voice, and the timely completion of all projects will be required.

Questions? If you have questions about WELFund grants and the application process, please contact Jennifer Sanborn, WELFund director, at sanborn@hartford.edu and x5471, or Tina Berrien, WELFund assistant, at berrien@hartford.edu and x5289.