



USF JESUIT FOUNDATION Grant Application Coversheet

Name:

College/Division/Dept:

Campus Address & Phone:

E-mail Address:

Title of Proposal/Project:

Total Amount Requested:

TYPE OF GRANT APPLICATION: (CHECK ONE)

IGNATIAN SPIRITUALITY GRANT

PEDAGOGY GRANT

RESEARCH GRANT

COMMUNITY IN CONVERSATION GRANT

Include with this grant application coversheet (Check that all are included with application)

A written proposal (2-5 single-spaced pages) that includes each of the following:

Project Title.

Statement of project's purpose and relationship to the Foundation's mission.

Desired methodology, outcomes, and assessment standards.

Timetable.

Relationship to the applicant's past and future experience, research, or teaching.

Itemized budget with justification (please use attached budget sheet), including a Bon Appetit/University Catering estimate if catering expenses are a part of the budget.

Estimate from Travelocity or Expedia if air travel is part of the application.

Written letter(s) of support/recommendation from the applicant's immediate supervisor and dean (where applicable – see criteria sheet). Specific requirements for such recommendations are included in the proposal format section of the criteria. NOTE: the recommendation requirements are different for each category of grant.

GRANT DEADLINE: November 1, 2004

Submit all documents by 5 pm to: Office of the Provost, LMR 4th Floor

Jesuit Foundation Grant Proposal Budget

If a category is not applicable to your type of grant leave it blank.	Cost
<p>A Personnel Costs (e.g., stipends or honoraria for staff, faculty, student assistants, invited speakers, and benefits where applicable). Call the Office of Student Employment at 422-6770 for the current student pay rate. Describe the responsibilities of each person listed, and justify costs:</p>	
<p>B Catering & Supplies. e.g., photocopying costs, refreshments, books; include justification for each item listed. Any catering requests must include a separate itemized budget estimate from Bon Appetit/USF Catering.</p>	
<p>C Hotel Accommodations & Per Diem. Include length of stay and calculate cost per day according to http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml.</p>	
<p>D Airfare. (Printed estimate from Expedia.com or Travelocity.com must be attached)</p>	
<p>E Other expenses. Itemize and include a brief statement justifying each expense.</p>	
Total Cost of Project:	\$
Amount requested from Jesuit Foundation:	\$
Amount requested from other sources (if any, please list):	