

Student Affairs Enhancement and Development Fund

Application Guidelines

Overview

The Student Affairs Enhancement and Development Fund was created to enable the Division of Student Affairs to offer new and innovative projects and programs designed to improve the learning environment on campus consistent with the University's Strategic Plan, "Educating Illinois." It will provide new resources to the Division of Student Affairs enabling staff members to creatively enrich the campus climate.

The primary goal of the Fund is to create a better learning environment on campus.

Funding Criteria:

The following are among several categories of one-time only allocations that are taken into consideration during the application review and selection process for the Student Affairs Enhancement and Development Fund requests:

1. Professional Development

Fund a unique conference opportunity that is not typically offered, as a result of which the attendee may gain new knowledge to be shared with colleagues on campus, gain valuable information about new or cutting edge approaches to service provision, and/or participate in seminars that will result in knowledge not otherwise available that may benefit the campus climate for students.

Fund an allocation for consultation fees for a person or group to be brought to campus to make presentations and/or to work with a specific group of university personnel, analyze and make recommendations about a specific program or process.

2. Physical Improvements

Fund a specific project related to improving facilities for which funds have been difficult to obtain that would be of benefit in some way to students or a specific group of students.

3. New Equipment

Fund a specific and atypical (out of the usual equipment allocation process) piece of equipment or computer program or the like that would be of benefit in some way to students or a specific group of students.

4. Special Celebrations or Recognitions

Fund a distinctive or unique celebration or recognition that could not be supported by existing sources which may be attractive to and/or in recognition of student accomplishments, department successes or anniversaries; or, other recognition events.

To apply:

Please complete the application form on the following page. Review the "Funding Criteria" above prior to submitting your application. Proposals may be submitted at any time. An electronic submission of your application should be emailed to mdscher@ilstu.edu.

Recipients of funds from the Student Affairs Enhancement and Development Fund:

1. Acknowledge the Student Affairs Enhancement and Development Fund as a funding source in all printed and Web-based promotions, as well as at all activities, events, and programs funded by the grant.
2. Attend a follow-up meeting with the Committee, if necessary.
3. Complete all funded projects/programs within the time frame stipulated in your application, provide a summary of the results (including outcomes assessment), and submit bills in a timely fashion to the contact information provided on page 2.

Student Affairs Enhancement and Development Fund Funding Application Form

Please attach a separate sheet with responses to the following:

1. Provide project/program title, applicant(s) name(s), phone number, email address, & Student Affairs department name.
2. Provide a complete project/program description which includes a brief description of how the funds will be used, timing for implementation, etc.
3. In what ways will this project/program enhance the quality of student life? With which "Educating Illinois" Values and Action Items is this request best associated? How does this request meet the Funding Criteria discussed above? Please identify and explain.
4. What students will be impacted or targeted by this project/program? Identify other departments or individuals who are collaborating in this project/program. Please be as specific as possible.
5. Please identify any intended measurable outcomes to be derived from this project/program and identify assessment methodology.
6. Are funds from other sources being utilized for this project/program? If so, please identify the nature of that funding. If no, please explain (i.e. why project/program is not covered by an existing departmental/organizational budget). If you do not receive funds from this submission, are there plans to implement this project/program?
7. Provide a breakdown of the dollar amounts of your request, in order of importance to your project/program. Please note that funds awarded may provide support for only a portion of the program.

EXAMPLE:

Project/Program: ONE-DAY SYMPOSIUM	
Lecture honorarium	\$ 200.00
Printing - advertising, invitations	\$ 50.00
Printing - programs	\$ 75.00
Room rental	\$ 100.00
Refreshments	\$ 50.00
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Total Funds Requested	<u><u>\$ 475.00</u></u>

Submit the application form and all supporting materials to:

Michael Schermer, Assistant to the Vice President for Student Affairs, by email at mdscher@ilstu.edu.

Proposals may be submitted at any time.