

# SAEF GRANT APPLICATION FAQ

(Revised for Spring 2018)

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### I. CONTENTS OF SAEF GRANT APPLICATION

1. What is the reasoning behind the current application format?  
*We think the current application asks the applicant to bring care and demonstrate commitment to every sentence in order to yield a clear, specific, focused proposal.*
2. Is there a particular format for the Statement of Purpose?  
*No. SAEF only requires that you adequately address all of the questions in the prompt. SAEF understands that certain proposed activities or purchases will necessitate unique structures to most appropriately convey information to the SAEF Grants Committee.*
3. Must all applications demonstrate a benefit to St. Anthony Hall?  
*Yes, if you are a member of St. Anthony Hall there is a requirement that your activities or purchases benefit the Hall in some way (if you are not a member of the Hall, see question 20, below). Of course this is easier to demonstrate with the more Hall-centered applications, but all SAEF Grant applicants must at least demonstrate how they will share their proposed activities or purchases with other members of the Hall, often through sharing with their chapters or at the Grand Chapter convention. Furthermore, SAEF would like to document any benefit (to the Hall, your chapter, your university community, or broader communities/society) from the proposed activity or purchase. If you are not a member of St. Anthony Hall, this requirement will be waived; see item 20 below.*
4. What kind of detail are you looking for in the budget?  
*All money should be accounted for in the budget. Do not assume that SAEF will understand why you must make certain purchases or why they must be at a certain level of quality. All price quotes, for purchases in excess of \$50, should also be included. In addition, if you are proposing a project or purchase in excess of the grant limits, please make sure to indicate from where you will obtain the remaining funds. Remember that all purchases must be supported by receipts, which will be submitted as part of the mandatory SAEF Grant Follow-up Report.*
5. How can an applicant be sure that he or she is requesting something that SAEF is

going to fund?

*Please bear in mind that SAEF is a charitable organization working within a constrained budget, so grant requests should be kept within reason and well justified. SAEF will not provide food, long-term lodging, or other living expenses for grantees (exceptions may be made regarding a program that includes food in its program fees and requests for short-term lodging are permitted), and SAEF funds cannot be used to purchase alcohol. Also, SAEF will not fund the purchase of large-budget equipment for individual applicants, though such purchases can be funded for the chapter as a whole. We can fund, either for chapters or individuals, art supplies or other small-budget items that will be used for a grant project, though we may request that such items be donated to the chapter at the completion of the grant. Travel must have a clear, demonstrable, and significant education benefit that is clearly explained and documented in advance. Be very sure to explain why your travel will not be primarily recreational. Finally, while SAEF can fund furniture for educational areas, SAEF generally considers such items more the provenance of the local graduate organizations. If you have any further questions about what SAEF can or cannot fund, please contact the chair of the SAEF Grants Committee.*

6. What about study abroad programs?

*While SAEF understands the educational value of travel and increased intercultural awareness for its own sake, we will not typically fund study abroad programs for university credit unless we are presented with a clear justification beyond the normal course of study for participation in such a program. Such reasons might include why a given program plays a critical role in the long-term development of an applicant or indication that there is a specific research project being undertaken during the time abroad that is beyond the requirements of the study abroad program. While SAEF does fund some such proposals, please be aware that they will need to meet an exceedingly high standard before being awarded funding.*

7. What is an external affiliation?

*Any entity without which your activity or purchase could not be carried out. This could include university faculty or departments, international research groups, charitable organizations, academic programs, or other members of the Hall. The word 'external' is used to distinguish between these affiliations and the official endorsements of the graduate organization and the chapter. Letters of support or recommendation from university faculty acting as advisors are also encouraged if relevant.*

8. How does an applicant determine if one or more letters of affiliation are needed?

*As a basic rule of thumb, if you mention an entity in your application, you should have a letter from that entity. Evidence should also be provided that individuals or organizations you wish to interview will be willing to meet with you to do so. The purpose of this letter is twofold: To assure SAEF of the feasibility of the proposed activity or purchase and to demonstrate commitment (on your part) to*

*those entities with which you are affiliating. Letters of support or recommendation from university faculty can sometimes serve the same purpose. Failure to include such a letter may seriously jeopardize your application. For further clarification, please feel free to contact the chair of the SAEF Grants Committee.*

9. What if a letter of affiliation is in a foreign language?

*In this situation, we ask that you provide both the original letter and a translation of the letter, which can be completed by you.*

10. What if a letter of affiliation is poorly written?

*Your application will not be judged solely on the quality of your letter(s). You should not worry in the event that you have a poorly written letter. However, SAEF does hope that you will do your part to try to avoid having a poorly written letter. You are encouraged to solicit letters from the people who best know about your application regardless of title or status.*

## II. COMPLETING THE APPLICATION

11. Do I need to use the SAEF Grant application template?

*Yes!!*

12. What types of activities and purchases have been funded in the past?

*SAEF has funded many activities or purchases over the years, all of which conformed to the mission of the SAEF. The following types of grants have been most recently funded, but new and creative applications are especially encouraged. Examples of Individual Grants:*

*Advanced teacher training*

*Research in astronomy, political science, art history, classics*

*The creation of a campus-wide social service organization*

*Materials for a creative design project*

*Funding of film location costs*

*Examples of Chapter Grants:*

*Lecture series*

*Archiving of chapter documents*

*A projector for chapter film screenings*

*A video on the dangers of hazing*

13. Will SAEF fund literary publications?

*While SAEF has historically provided some start-up funding for literary publications, it is not SAEF's aim to provide continued funding for established publications. Start-up publication proposals are encouraged to provide an explanation of how later editions will be funded. Furthermore, SAEF encourages literary publications be performed online in order to decrease costs while maximizing access by members and by the public. Requests for funding of*

*physical publications must make a clear and convincing argument for why that format is critical to the success of the venture.*

14. Are there activities and purchases that typically receive funding priority?  
*While SAEF is excited to fund a variety of endeavors, in general the applications that demonstrate greater and broader benefit to society and your community receive higher priority.*

15. Are there applications that typically receive funding priority?  
*Generally, those applications that are clearly, precisely, and professionally written stand out above the rest. The more detailed the application, the better. Don't leave the SAEF Grants Committee to fill in the holes in your application; make sure to include justification rather than assuming it is implied or obvious.*

16. Are there common recurring mistakes that hurt applications?  
*Most often, unsuccessful applications are the result of:*

- a. *Unprofessionalism, i.e. applications that are poorly put together, demonstrate a lack of proofreading, are missing pieces, etc.*
- b. *Not reading instructions, i.e. applications that do not fully address prompts or that make unreasonable or impossible requests.*
- c. *Failure to provide necessary components of the application, especially letters of affiliation in order to verify the feasibility of the proposed work.*

*It is important to note that the limitations of SAEF's budget mean that unsuccessful applications are sometimes the result of funding prioritization and not mistakes made by the applicant.*

17. Are there resources for further advice in completing an application?  
*Of course! Your chapter's graduate organization should serve as a resource for helping you with your grant applications. You likely also have a fellowships office at your university, which advises for other competitive awards like the Rhodes, Fulbright, etc. In addition, don't be shy about contacting members of the SAEF Grants Committee – it's what we're here for.*

18. Why do I need to submit a follow-up report and receipts?  
*We're giving you free money, and as a charitable non-profit organization we have a responsibility to our donors and to the IRS to ensure that the funds we give you are spent in accordance with the plan we agree to finance. Writing your follow-up report is also good training for what is expected of you when you receive professional grants. Furthermore, your report helps us advertise the good work that SAEF does and solicit more donations to fund more grants. If we fund your proposal, remember that it is being paid for by the generosity of your siblings who have donated the money. Make sure to respect that generosity, and the ability of your chapter siblings to keep receiving grants in the future, by following through on your promise to submit a follow-up report and receipts, a promise that you make by submitting your proposal.*

19. What if my plans change either after submitting my proposal or after receiving a grant?

*If your plans change in a way that alters either the nature of your project or the likelihood you will be able to complete it, please contact the chair of the Grants Committee immediately. You may be able to continue to use your grant funds depending on how significant the changes will be. If your project is cancelled completely before grant decision have been made, please let us know so that we can be sure your cancelled plans do not divert funding that could be used elsewhere.*

20. I am not affiliated with Saint Anthony Hall. Am I still eligible to receive SAEF grants?

*Yes! And in this case you should simply disregard any parts of the application that are specific to St. Anthony Hall members, such as the requested chapter information, and the description of the benefit of the grant to St. Anthony Hall. Instead of the chapter and graduate organization endorsement letters, please provide an external letter of reference.*