

SAEF GRANT APPLICATION GUIDE

(Revised for Spring 2018)

"The fundamental purposes of the St. Anthony Education Foundation (SAEF), a secular public charity, are to encourage and support, through scholarships and grants, the educational and cultural activities of members of St. Anthony Hall. Through its efforts, the Foundation seeks to enhance the development of members' intellects and foster responsible citizenship."

- SAEF Mission Statement

TABLE OF CONTENTS

- I. OVERVIEW
- II. AWARD CONSIDERATIONS
- III. APPLICATION SUBMISSION PROCEDURES
- IV. DEADLINES AND DECISIONS
- V. AWARD PROCEDURES AND REQUIREMENTS
- VI. FOLLOW-UP REPORTS AND SUBMISSION OF RECEIPTS
- VII. CONTENTS OF SAEF GRANT APPLICATION

I. OVERVIEW

The St. Anthony Educational Foundation (SAEF) grants funds for any planned activities or purchases that conform to the mission of SAEF. We invite applications for programs and projects that are literary, artistic, educational, or academic in nature. We seek grant applications that are creative, that may further one's education, that might support a program or initiative on campus or elsewhere, or that help to promote educational opportunities for others.

The tax-exempt status of SAEF prohibits funding of certain activities, notably the funding of ordinary living expenses or any funding for alcohol.

The remainder of this document provides policies and detailed application procedures. Please read the entire document carefully and follow all procedures when applying for a grant. SAEF reserves the right to refuse to consider applications that do not meet minimum acceptable standards with regard to professionalism. Please see the Frequently Asked Questions (FAQ) document for further details concerning what grant expenses SAEF is typically willing or unwilling to fund. All applicants are expected to be familiar with these policies.

II. AWARD CONSIDERATIONS

Two primary types of grants are supported by SAEF, which are designated below. There are some considerations that apply to all SAEF grants: Funds are generally not provided for a grantee's living expenses such as meals or long-term lodging (though short-term or program lodging expenses may be requested); funds may not be used for the purchase of alcohol under any circumstances; and funds may not be used to purchase equipment of more than a minimal cost that would remain in the possession of the individual beyond the term of the grant. Any questions about what SAEF can or cannot fund should be directed toward the chair of the SAEF Grants Committee.

Chapter Grants are awarded for items, events, or projects benefitting the undergraduate chapter as a whole. Such grants will generally be given funding priority over Individual Grants that would benefit only one or a few members. SAEF will not ordinarily provide funds exceeding \$6000 for Chapter Grants.

Individual Grants are awarded for active undergraduate or graduate students. Even for Individual Grants, there is a requirement to include a proposed benefit to St. Anthony Hall, which can be of secondary nature to the main purpose of the application. SAEF will not ordinarily provide funds exceeding \$4000 for Individual Grants.

Competitive grants are also open to those who are not members of St. Anthony Hall, in which case Hall-related requirements will be waived. Non-members are asked to submit a letter of reference in place of Chapter and Graduate Organization endorsements; the letter should be relevant to the proposal, for example indicating sponsorship by a university faculty member.

III. APPLICATION SUBMISSION PROCEDURES

Applications should be submitted by a single primary applicant with whom SAEF will correspond, both for applications with co-applicants and Chapter Grants.

All SAEF Grant Applications must be submitted with the Cover Sheet, using the provided template, and in the appropriate order of documentation. Applications that fail to use that format or that omit any content may not be considered for funding.

It is strongly encouraged that applicants submit their applications for review and suggestions to their chapter's graduate organization well in advance of the SAEF deadline. For some chapters, this is required by the graduate organization in order to receive the required graduate chapter endorsement. Check with your graduate organization for more details and for their precise endorsement policy.

Completed applications should be submitted to St. Anthony Hall by way of the grant submission portal on the SAEF Grants tab of the St. Anthony Hall website

IV. DEADLINES AND DECISIONS

SAEF grants are awarded three times per academic year and are subject to funding availability. SAEF will only fund applications for projects and travel that have not yet occurred. Deadlines for receipt of applications are strictly enforced.

- ***Special* Winter Projects Application Deadline: October 15th**
Only for applications for projects that must be completed over the winter break and cannot be evaluated during the Fall Grant Application review process. Decisions will be announced in mid-November.
- **Fall Grant Application Deadline: November 15th**
Decisions will be finalized at the winter SAEF Board meeting, usually during the Grand Chapter convention, usually in early January.
- **Spring Grant Application Deadline: March 15th**
Decisions will be finalized at the spring SAEF Board meeting, usually in late April or early May.

V. AWARD PROCEDURES AND REQUIREMENTS

Applications received by the deadline will be considered by the SAEF Grants Committee, which will make recommendations for funding, partial funding, or rejection to the SAEF Board of Directors, which will vote on dispersal of funds. In some instances, a grant may be approved conditionally upon receipt of additional information from the applicant. For approved grants, the applicant will receive immediately a check for 90% of the funding approved. The remaining 10% (up to the balance of grant funds accounted for) will be disbursed upon receipt and acceptance of the SAEF Grant Follow-up Report (see Section VI, below) and the grant will be considered closed

It is also a requirement of grant receipt that any printed materials resulting from the funded project, including advertisements, fliers, programs, or written reports, should note full or partial sponsorship (as appropriate) by the Saint Anthony Educational Foundation. By submitting a proposal, the applicant agrees to these terms and conditions.

VI. FOLLOW-UP REPORTS AND SUBMISSION OF RECEIPTS

The SAEF Follow-up Report must be submitted for each grant awarded as soon as the project is fully completed, but no later than December 15 for grants awarded in the spring or May 1 for grants awarded in the fall. In exceptional circumstances, extensions may be granted, but requests for such extensions must be made to the Foundation prior to the deadline. Follow-up reports should utilize the Follow-Up Report Template provided on the St. Anthony Hall web site.

As noted on the SAEF Follow-up Report template (see the SAEF Grants tab on the

website), proper documentation (original receipts and a description of how funds were spent) that funds were spent consistently with the mission of SAEF is absolutely essential in order for SAEF to continue providing grant support. In the rare event that proper receipts cannot be obtained, please contact SAEF for instructions as soon as reasonable.

Grant awardees are responsible for spending grant funds as detailed in their submitted proposals (unless an exemption or alteration is granted in writing by the Grants Committee). Any funds not spent in accordance with the grant application or not documented by receipts must be returned to SAEF.

Follow-up reports may be used to help continue to publicize SAEF's mission. They may be posted on the St. Anthony Hall website, included in the St. Anthony Hall newsletter, or used for future fundraising purposes. If the grant recipient would prefer that their name be withheld when the report is so used, it is the responsibility of the grant recipient to make this known in writing within the SAEF Follow-up Report.

Those who fail to submit the SAEF Grant Follow-up Report may be required to return all funds. In addition, SAEF may withhold approval of new grants to chapters and members of chapters of those individuals who have not filed Follow-up Reports and/or returned all SAEF funds in a timely or satisfactory manner.

VII. REQUIRED CONTENTS OF SAEF GRANT APPLICATION

- A. Cover Sheet: Completed and signed.
- B. Statement of Purpose: No more than 1,000 words demonstrating the who, what, where, when, why, and how.
- C. SAEF Justification: No more than 300 words demonstrating conformity to the mission of SAEF.
- D. Timeline: No more than one page.
- E. Budget: No more than one page.
- F. Supporting Documents:
 - a. Resume/CV: No more than two pages.
 - b. Graduate Organization Endorsement (*required for Hall members*)
 - c. Chapter Endorsement (*if you are an undergraduate Hall member, this is required; for non-Hall members, please include an appropriate reference letter*)
 - d. Letter(s) of Affiliation: No more than two. (See the Application FAQ for further details about this requirement.)