

## **Proposal Guidelines for the Women's Issues Allocation Award**

### **Mission of Commission:**

The Mission of the Millersville University Commission on the Status of Women is to foster a university climate that promotes full and equal opportunity for women to study, work, and live in an environment free of discrimination and harassment. The Commission actively supports university policies, practices, and programs that address issues and concerns pertaining to campus women.

### **Purpose**

The Women's Issues Allocation Award was established to support a variety of purposes such as travel, purchase of supplies, equipment, publication charges, etc. related to events or other projects to support women's issues. This award was established by the Commission on the Status of Women to further encourage integration of the curriculum, research on women, and ongoing efforts to insure a climate of equality at Millersville University. Funding for awards is partially made available through a university women's issues endowment. The Commission encourages applications for projects impacting women as well as projects done by women, with an eye towards long-term influence.

### **Eligibility**

Recipients must be Millersville University students or employees. Since awards support projects prior to their occurrence, recipients must anticipate being part of the Millersville University community until the project is completed.

Awards can be used to cover travel, purchase of supplies, equipment, publication charges, etc. related to events or other projects to support women's issues.

Typical awards range from \$250-\$1,000. Awards may be made to one or more projects. Award period runs from January 2017 through December 2017.

### **Evaluation Criteria**

Proposed projects will be evaluated according to the following:

- Meet the stated purpose of the award and the mission of the President's Commission on the Status of Women;
- Activities that involve active student participation such as individual performances or other performances at national or state societies and conferences;
- Opportunities that may be limited in terms of dates available and/or proximity of locations;
- Programs that benefit the general university community;
- Activities that benefit the largest number of students;
- Activities that appear to be cross-disciplinary in nature;
- Scope of activities, including but not limited to the venue (International, State, Regional, and Local);
- Groups that demonstrate that they are conducting activities to help underwrite the total expenses incurred. Cost per student will be a major factor in committee consideration.
- Project with sustainable outcomes, providing continued benefits to the university.

**Priority will be given to projects not fully supported through existing sources of financial support. Applicants are encouraged to seek support from existing sources for travel and training (Noonan Grants, Medal Funds, Faculty Grants, etc.).**

### **Procedures**

1. Submit applications via email to [womens.commission@millersville.edu](mailto:womens.commission@millersville.edu) by **4pm on Friday, February 2, 2018.**
2. Applicants should send one document (Word document or .pdf) that includes each of the following:
  - a. The completed allocation cover sheet.
  - b. A summary of the event or program including the purpose and rationale.
  - c. A detailed budget for the event or project.
  - d. A letter of support from student advisor or faculty member (student proposals only).

### **Reporting**

- All recipients must submit a brief written report to the President's Commission on the Status of Women detailing the outcomes of the event or program.
- Recipients must submit an updated budget indicating expenses and attach copies of all receipts. All unspent funds will be returned to the Women's Commission account at the end of the award year. Recipients must notify the Chair of the Women's Commission if they are unable to spend their funding as planned. Failing to notify the Chair may result in ineligibility for future funding.
- Recipients will be asked to present information regarding their event or program at a future Women's Commission meeting.

**The above materials are due via email to [womens.commission@millersville.edu](mailto:womens.commission@millersville.edu) within one month of the event or program. Failure to submit these documents within the allotted time frame will affect future funding requests.**

### ***Examples of Past Projects:***

- *Women's Issues in Emergency Management* Preparedness Day and associated travel
- *Become Your Own Super Woman* weekend retreat for incoming female Lancaster Partnership Program students
- *Diana's Dreamers* and other breast health initiatives
- The Non-Profit Resource Network's *Women's Leadership Panel Discussion*
- Social Work Learning Institute, *Exploitation of Women and Children*, keynote speaker honorarium
- Faculty travel to the Commission on Human Diversity Conference to present *The Inequities in PASSHE Leadership*

**A. Project Proposal for A Women's Issues Allocation Award- Cover Sheet**

**Deadline: Friday February 2, 2018 at 4pm**

Name: \_\_\_\_\_ M Number: \_\_\_\_\_

Organization or Department: \_\_\_\_\_

Department Account Number: \_\_\_\_\_

Local Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Project Title: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Date(s) of Proposed Project: \_\_\_\_\_

Have you applied for other sources of funding for this project? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list the other sources \_\_\_\_\_

If you do not receive funding, will this research/program, etc. occur? \_\_\_\_\_

Name and title of advisor or faculty member who will provide letter of support (if student): \_\_\_\_\_

If proposal is to attend a conference, please include conference website: \_\_\_\_\_

**B. Abstract (250 Word Limit)**

**C. Proposal Description (500 Word Limit with budget)**

**D. Letter of Support (students only)**

I understand that if awarded, a report, receipts, and a presentation to the Commission will be required.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date