



ALUMNI FACULTY FELLOWSHIP GRANT APPLICATION | 2019-20 Academic Year

Awarded by the Alumni Association Board of Directors

WHO IS ELIGIBLE?

All full-time faculty members (as defined in handbook) who taught in the Fall or are on sabbatical are invited to apply. We ask past recipients to wait two years before re-applying.

Applicant	Department	Dept. PO Box
Office Phone	Home or Cell Phone	E-Mail

APPLICATION REQUIREMENTS

The following items must be attached to your grant application

- Identify the single project for which you are requesting funding; explain and provide your specific request and the reasons therefore. Provide a discussion of your project and how it is consistent with the Mission of the College; not to exceed two pages. Attachments may be included.
- Explain how this grant will help allow you to better yourself and improve your ability to teach in the **Lasallian** tradition, including how it will enrich the students of the College.
- Provide a one-page budget for your project.
- Provide a list of other grant(s) you have received and/or pending grant application(s) for your project.

Grant applications must address and include all four above requirements. If an application does not address all requirements, it will be considered incomplete and returned without review.

APPLICATIONS ARE DUE FRIDAY, JUNE 7, 2019 BY 12:00 NOON

Applications must be received in the Office of Alumni Engagement (Rheem Campus) or by email to Courtney Lohmann, Director of Alumni Engagement (ccarmign@stmarys-ca.edu) by Noon on Friday, June 7, 2019

I understand that, if selected, I will receive the grant amount less payroll deductions as required by IRS policy. If my project results in a publication or conference paper, I will acknowledge in a footnote the support of the Saint Mary's College Alumni Association. **Accepting a grant accepts responsibility to attend a Board of Directors Meeting in the academic year of grant awarded, to be formally recognized, and report on my project.**

Date

Applicant Signature

IMPORTANT TAX NOTICE: IRS policy requires that the grant be taxed by the college as regular income. For that reason, applicants should be aware that grant money will be the amount less payroll deductions.

APPLICATION CONSIDERATIONS

The review committee of the Alumni Board of Directors will consider the following factors in awarding the available Alumni-Faculty Fellowship Grants:

- Applicants who are past recipients may apply without prejudice, provided they have waited two **(2) years** before they apply again.
- Faculty members scheduled for sabbatical during the academic year may apply without prejudice.
- How does the project carry on the mission statement of Saint Mary's College?
- At what stage is the applicant in his or her project?
- Will the grant in itself or in combination with other funds provide a definable result?
- What type of outcome do you anticipate from your project?

NOTIFICATION OF AWARD

The review committee will reach results by the end of June, at which time all applicants will be notified of decision. Grant funds will not be available until July 1.