



**Eastern Oregon University Foundation
University Grant Request Form**

Adopted 2/17/2010

Revised 1/24/2019

Rationale:

The EOU Foundation University Grant Fund is intended to support EOU projects and initiatives including, but not limited to: professional development, research and creative endeavors, events that support the university's mission and its students. The Foundation hopes that these grants will foster a sense of involvement and support between the faculty, staff, students and the Foundation.

Criteria:

The possible uses for the fund are not specifically constrained although, generally, the following criteria apply:

- ◆ The proposal supports the current stated strategic objectives of the University and/or the unit from which the proposal comes, *
- ◆ The proposal targets improvement in the quality of and/or access to academic programs,
- ◆ The proposal originates with EOU faculty or staff.
- ◆ The proposal supports university related activities and events.
- ◆ The proposal does not seek funding for expenditures for which other sources of funding are available.
- ◆ Funding may be granted for student travel/meal expenses if related to academic courses or academic events.
- ◆ EOU Foundation must be recognized as sponsoring entity at event and in all printed material.
- ◆ Final report must be submitted to University Advancement 30 days after event.

Funding for any single purpose will not generally exceed \$500. Grants must be submitted by Jan 1; April 1; Aug. 1; or Sept. 1 for review. Committee meetings are held every 3-4 months. Please plan accordingly as the committee does not meet monthly.

Process:

Please fill out the form on the following page describing your project **in detail**. When completed forward the application to the appropriate VP/Dean/Director for signature who will then forward to University Advancement for review and recommendation. The EOU Foundation's Finance Committee will make the final decision on the funding of all proposals.

Applications must be turned into the University Advancement **at least 30 days prior to the event or need**. Incomplete or illegible applications will not be considered. As soon as a decision is made on a request, the person submitting the grant will be notified. For question's please call 541-962-3835 or email gsilveir@eou.edu.

*(Projects involving or closely related to the University's current strategic objective of student recruitment and/or student retention will be given priority).

