# LGBT Faculty Staff Association Grant Applications

***Purpose:*** The purpose of the LGBT FSA Grant Program is to promote LGBT related scholarship and artistic work that fosters an inclusive community for LGBT faculty and staff at GVSU. That grant purpose is to provide flexibility to meet special funding needs that, without support, would prevent faculty and staff from pursuing the project. The award is designed to help defray the cost of travel, supplies, and other materials necessary to conduct the project. These funds are not intended to be used to supplement any current funding or conference travel.

***Eligibility:*** Faculty, staff, and graduate students are eligible**.** Given equally meritorious applications, preference will be given to the support scholarship originating at GVSU, to individuals actively seeking alternative sources (particularly external sources) of support, and to individuals who have not received prior funding under this program (particularly within the past year).

***Funding:*** Awards will consist of a maximum of $1000. Up to two grants are awarded each year.

***Applications will require the following documents:***

**CV**

Provide an updated CV of key personnel

**Letter of Support**

A letter of support should be written by the department chair or supervisor of each faculty/staff member applying.

**Proposal**

**Section 1: Project Description**

Please describe how your scholarship encourages an LGBT inclusive community at GVSU. **[Limit of 250 words]**

**Section 2: Abstract**

Please provide a brief summary of the project (suitable for publication, if grant is funded)

**[Limit of 150 words]**

**Section 3: Process**Please describe as specifically as possible how you will accomplish your goals. **[Limit of 250 words]**

**Section 4: Transparency**

Proposals should include budget as to how the money will be spent. Also indicate how the results of the project will be disseminated.

**Section 5: Schedule**Provide a specific timetable for implementing your project. [no longer than **six** months]

***Submission***

LGBT FSA Grant proposals are due on **October 30th** each calendar year and should be sent, via email, directly to the LGBT FSA (lgbtfsa@gvsu.edu). Your proposal is not approved until you receive a confirmation email.

***Reimbursement Requirements***

All reimbursements are processed through your department. Submit your Travel & Expense vouchers, receipts, invoices, PO's etc. to your department staff. They will help you with any forms or Accounting requirements that must be met. LGBT FSA-Grant recipients are expected to prepare a synopsis of the scholarship at the completion of the project. No further funding will be given to the faculty/staff member until the synopsis is received and accepted by the Center for Scholarly and Creative Excellence. **Reimbursements will not be processed without the accompanying report.**

**Purchases made with University funds:**

Computer software, hardware, peripherals, and accessories must follow the [Technology Supply Policy](https://www.gvsu.edu/it/it-technology-supply-office-160.htm).

Editorial services/fees for article, journal or book submissions: Payments for services must be done through department Pcard, according to [Business & Finance Purchasing Procedures](https://www.gvsu.edu/cms4/asset/8D573182-983E-4CEF-F0CCC1429FAFC6B8/304-purchasing_procedures.pdf) – the independence of the service provider must be established.

All items acquired using University funds (internal grant support ore department funds) are generally considered property of the University. These items are subject to the disposal policy procedures found:  <https://www.gvsu.edu/purchasing/disposal-and-surplus-help-14.htm>  and

<https://www.gvsu.edu/purchasing/equipment-acquisition-and-disposal-policy-146.htm>