

WAYNE STATE COLLEGE FOUNDATION PROFESSIONAL STAFF GRANT APPLICATION GUIDELINES

This document includes the directions or guidelines for preparing a Wayne State College (WSC) Foundation Grant application. All applicants should include a one-page resume detailing pertinent experiences and previous grant support from WSC or other outside sources. Attach this information to the *Grant Application Form*.

Department Grants: In no less than one page but no more than three pages, please describe the project/program for which the grant is requested. Attach this information to the *Grant Application Form*. Be sure to include a discussion of the intellectual background of the proposed project, written for an audience of non-specialists. The proposal should include a rationale for the project, a description of the proposed program or study, an explanation of the expected results or benefits, and an indication of how these benefits will be communicated to the WSC community.

One page of the proposal should provide a detailed budget and budget justification, including a statement detailing where equipment or materials purchased with grant funds will be housed. Equipment, books and other materials and supplies purchased with grant funds are the property of WSC and must remain at the institution. Budgets must include dollar amounts. Each proposal must specify how the staff member will communicate the results of the project to the WSC Community.

Applicants should also attach a one-page bibliography of materials for the program/project, background description of relevant or similar program descriptions if applicable and some measure of the staff member's direct impact on or involvement with students.

Staff Development Grants: Applications for staff development should explain how the staff's professional development will benefit Wayne State College. This type of application should also contain a description of how the campus is to be informed.