



Grant Guidelines & Application

The VCU School of Business Foundation (“the Foundation”) considers proposals that align with the Foundation's mission to support the VCU School of Business and a vibrant educational experience and sustainable future for its students. At the discretion of the Foundation Board of Trustees, the Foundation may initiate or request proposals for projects or programs consistent with the Foundation’s mission.

Request criteria:

- Maximum request of \$10,000/application
 - The Grant Committee reserves the right to request additional information or clarification from applicants in order to fully evaluate proposals. While requests cannot be made over \$10,000, the committee may increase award amounts when warranted.
- Funds will be distributed on a reimbursement basis.
 - All applications must include a School of Business faculty/staff member who can financially support the request, up-front costs through the reimbursement request.
- End-of-Grant reporting is required.
- Funds must be spent within a year of being awarded.

Requests excluded from consideration. The Foundation will not consider grant requests to support:

- Student tuition scholarships or account holds
- Debt reduction or deficit funding
- Honorariums, stipends, or salaries
- General operating expenses or budgetary shortfalls
- Applications from outside the VCU School of Business
- Organizations that violate VCU's Preventing and Responding to Discrimination policy

Application process:

- Submit a complete proposal by the grant submission deadline.
- The Director of Operations reviews all Grant Request Forms to determine eligibility under the Foundation guidelines, and to ensure that proposals are complete. In some cases, additional information may be requested.
- The Foundation’s Grant Committee will review each qualified Grant Request Form received during the grant cycle.
- After final selection of approved proposals, applicants will be notified of the status of their proposal.
- The Committee will share a report with the Board of Trustees at the next board meeting following the approval cycle.
- Follow up reports will be collected once the funding opportunity has been completed.

Qualifying proposals: Priority will be given to proposals that support the Foundation's mission and align with the VCU School of Business’s strategic priorities.

Qualifying applicants: Faculty, staff, administrators, and students (with a faculty advisor) from the VCU School of Business.

Questions? Contact Paige Hazelgrove, Director of Operations, at 804-828-0233 or givenspe@vcu.edu

Application

Section 1: General Information

Project / Program Title	
Point of Contact	
Project/Program members	
Point of Contact Email Address	
I have read and understand the Foundation grant funding guidelines as listed above.	

Section 2: Project/Program Application Details

Project / Program Description			
Requested Funding Amount		Total Cost	
How will the funds be allocated? (Budget)			
When do you plan to fully spend the funds?			
Project/Program Timeline			
How does this project/program align with the VCU School of Business Strategic Plan?			