Cultural and Intellectual Engagement Council (CIEC)
Grant Proposal Outline

Please review and gather the information needed to apply before completing the online grant application. Late applications will not be accepted, and incomplete applications will not be funded.

Proposals will be accepted once or twice each academic year. See the CIEC page for specific due dates.

If you have questions, please contact Laurie Geller in the Academic Affairs Office. Questions about budget items should be directed to Amy Armstrong, Director of the Office of Sponsored Programs or to Sheila Latham, Grants & Accounting Analyst *at least one week prior to the deadline*.

Applicant Information

At least one member of the applicant group must be a full-time Minot State faculty member. Please provide the following information:

1. The *first and last names* of each applicant.
2. The name of the *department/division or student organization* of each applicant.
3. The @minotstateu.edu or @ndus.edu *email address* of each applicant.

Event Information

Please provide information about the event below.

4. The *name of the proposed event.*
5. A *description of the event.*
6. A justification for the event and how it will *enhance and enrich the vibrancy of campus and community life,* including ways it will *contribute to the cultural and intellectual climate* of Minot State.
7. The *intended primary audience* for the event.
8. A description of the event's *relevance to the entire campus and surrounding community*.
9. A description of the event's *benefit to Minot State students.*
10. The *start date* of the event.
11. The *end date* of the event.
12. The *event planning timeline.* Please use the event planning checklist to help you develop your timeline and plan your event.

Promotion Plan

Please use the event planning checklist to help you develop your timeline and promote your event.

13. Primary Audience: Describe how you will promote the event to its *primary audience* (e.g., social media, traditional print sources, email, posters, a press release, etc.).
    Indicate *who you will work with* to do this.
    Indicate *when* these promotion efforts will occur (i.e., provide a *promotion timeline*).
14. Campus Community: Describe how you will promote the event to the *campus community* (e.g., social media, traditional print sources, email, posters, a press release, etc.).
    Indicate *who you will work with* to do this.
    Indicate *when* these promotion efforts will occur (i.e., provide a *promotion timeline*).

15. Broader Community: Describe how you will promote the event to the *broader community* (e.g., social media, traditional print sources, email, posters, a press release, etc.).
    Indicate *who you will work with* to do this.
    Indicate *when* these promotion efforts will occur (i.e., provide a *promotion timeline*).

Funding Request

Applicants may request no more than $4000. Applicants must seek funding from departments. Matching funding sources and amounts must be provided. No minimum match is required, but proposals should include some amount of matching funds. Funds <u>cannot</u> be used for gifts or for faculty/staff salaries, stipends, or travel. All requests must comply with Minot State University's policies.

Possible *on-campus partners* include but are not limited to: [Diversity Council](), [Native American Cultural Center](), [Student Government Association](), [MSU Life](). Possible *off-campus partners* include but are not limited to: [NDHC](), [NDCA](), [MACA](), service organizations (e.g., Sertoma Club, Lions Club, Rotary, etc.), area businesses, and more.

Please provide the following information:

16. The *total amount of funding requested.*
17. A *detailed itemized budget with justification* for each item.
18. Description of *all matching funds* you have to support the event, including the amount and the source.

Post-Event Summary

Grant awardees must submit a post-event summary no later than one month after the event. This summary should include a *brief narrative* that includes the *event's attendance*, its *media coverage*, its *impact on the campus and the community*, and a *reflection on its successes and challenges*. Summaries must be submitted electronically at the link on [CIEC's webpage]().

19. If my proposal is funded, I agree to provide a post-event summary no later than one month after the event.

To Apply

All applications must be submitted electronically at the link provided on [CIEC's webpage]().