

CAROLINA PARENTS COUNCIL

Grant Award Application Instructions & Guidelines

All awarded grant applications must abide by University policies and guidelines.

Each year the Carolina Parents Council allocates funding through the Parents Council Grant Awards. These funds consist of monies raised from the Parents Council members, who are families of current undergraduate students. The Parents Council has given substantial funding to several academic and student affairs departments for programs/events that contribute to the quality of undergraduate student life and learning at Carolina.

All applicants will receive notification as to whether their proposal has been recommended for funding. If funding is awarded, the notification will include the amount, any stipulations that may apply to its usage, and required accounting procedures.

ELIGIBILITY

- University departments whose program/event will benefit and enhance undergraduate student life and learning at the University of North Carolina at Chapel Hill.
- UNC student organizations through an academic or student affairs department.
- Non-Profit organizations are INELIGIBLE.

EVALUATION

All questions on the application must be completed to qualify for consideration.

- Applications should demonstrate a sincere interest in undergraduate student needs, and programs/events must primarily benefit students.
- The program/event must be viable and produce sufficient results, even if only a portion of the amount requested is awarded. Applicants will be required to demonstrate this quality on the application by highlighting budget items imperative to the program's success.
- Applications will be evaluated on the following components:
 - **timeline:** a detailed, reasonable timeline
 - **goals/objective:** clear, achievable goals
 - **budget:** complete, responsible budget
 - **collaboration:** strong partnerships are evident, no duplication of services
 - **student/community impact:** quality of experience and/or quantity of students
 - **assessment:** detailed evaluation plan for measuring success/learning
- Funding is generally **NOT** granted for food, prizes, or giveaways. Funding is **NOT** allocated for salaries or stipends. Funding is **NOT** provided as a "flow-through" for philanthropic fundraising, nor to non-profit organizations.



- Be intentional about how your group/department manages multiple applications. Multiple programs within a unit may submit one focused application each. One program should not submit multiple mini grant applications.
- Think through your budget carefully, as funding may only be used for items that are specifically outlined in an approved proposal that has been awarded funding. If funding is not used as proposed and approved, the grant will be rescinded.
- Consult with your department's financial manager to assist with the required budgetary portion of the application. The financial manager is knowledgeable about the University's accounting system and is an asset in ensuring that the applicant makes informed decisions when determining the budgeted items requested per line item.
- In February, The *Parents Council Executive Committee* will meet to review applications. Finalists will be notified to present a brief overview of their request. The presentation should **enhance**, not repeat, the written materials submitted in your proposal/application. The executive committee members will have familiarized themselves with your proposal prior to the meeting, and they will be prepared to ask questions concerning your proposal and presentation. Student participation in the presentation is encouraged if applicable to the grant proposal. ***If a student is presenting, then a representative from the sponsoring Student Affairs or Academic Department will need to be present during the interview.***
- If an applicant/department received funding previously from the Parents Council, there must be a final evaluation of the completed program/project on file before an applicant/department benefiting from the funding can apply for any future grant awards for an existing or new program.

TIMELINE: APPLICATION, PRESENTATION & NOTIFICATION PROCESS

Find the timeline and other information at nsfp.unc.edu/families/parents-council-grant-program.

- **October 6, 2023**: Grant applications available and open
- **December 1, 2023**: Applications due no later than 11:59 p.m. ET.
- **February 1, 2024**: Finalists are notified to prepare presentations for the *Parents Council Executive Committee*
- **February 23, 2024**: The *Parents Council Executive Committee* meets to hear presentations and prepare recommendations at this *Interview Day*. Applicant presentations will be due to families@unc.edu by **February 16, 2025**.
- **April 12, 2024**: Award recommendations are presented to the Parents Council at their Spring Meeting for endorsement. Award letters and guidance will then be sent to applicants notifying them of their award status.
- **~July 17, 2024**: Award funds become available.



- **May 1, 2025:** Grant award money must be spent as stipulated in the funding letter. Final evaluations are due 30 days after the program concludes or on this date (whichever comes first).

AWARD NOTIFICATION & PROCESS

- An award package letter will be sent via e-mail to the applicant and the department's director announcing the funding amount and any stipulations that may apply. This will tentatively happen one week after the Council's Spring Meeting.
- New Student & Family Programs' representatives will meet with each Grant Award recipient to help set plans and expectations for the spending of funding. Typically, funding is accessed by recipients by using a Chartfield String to proactively managed and reconcile purchases via UNC's financial policies and procedures.
- Department financial managers should be consulted if there are any questions relating to purchasing items needed for the funded program to ensure compliance with the grant award stipulations. Questions relating to processing the payment or reimbursement request, should be directed to New Student & Family Program's at families@unc.edu.
- Supporting documentation is required for each request for invoice payment, individual reimbursement, or departmental account adjustment. The department's financial manager should be able to help with this requirement. Accounting details will be provided to all grant recipients and their financial managers.
- Grant Funding must be spent by **May 1, 2025** for all invoices to be processed and paid prior to the end of the fiscal year.
- **If funding is not used as proposed** within the grant application, the grant will be rescinded. Your department's financial manager will be an asset in helping you make informed decisions to avoid this from happening.
- All applicants/departments receiving grant funds are required to produce a written final evaluation of the program/event 30 days upon its completion. The final evaluation form will be provided to you.
- The applicant or representative from applicant's department/organization may be asked to present project results to the Parents Council during its fall or spring meetings or to the Executive Committee. Advance notice will be provided in sufficient time to prepare.

The Parents Council looks forward to receiving your application. Should you have any questions about the application or award procedures, please contact:

Justin Inscoe, Interim Director, New Student & Family Programs
CB#5490, Suite 3318, SASB-South
Chapel Hill, NC 27599-5490
E-mail: jbinscoe@email.unc.edu
Phone: 919-962-8304



2024-2025 PARENTS COUNCIL GRANT AWARD APPLICATION

Applications are due by December 1, 2023 at 11:59 p.m. ET to be considered.

Apply by completing the form here: <https://go.unc.edu/pcgapp>

APPLICATION QUESTIONS

Below are the questions included on the application. Please prepare this information so that you are ready to fill in the application form online.

- **Contact Information – Program Director**

- *Please provide contact information. The Program Director is the person(s) overseeing the grant award and sponsoring the grant.*
- Name/title of program director
- Name of department/organization
- Address/campus box #
- Telephone number
- Email address

- **Contact Information – Contact Person**

- *The Contact Person is the person(s) responsible for managing the grant award and meeting all deadlines if awarded.*
- Name/title of contact person
- Name of department/organization
- Address/campus box #
- Telephone number
- Email address

- **Contact Information – Finance Manager**

- *The Finance Manager is the person(s) managing or assisting in the grant fund expenditures/purchasing processes.*
- Name/title of finance manager
- Name of department/organization
- Address/campus box #
- Telephone number
- Email address

- **Program Information**

- *Please provide the details of your program here.*
- Title of event/program
- Description (100-word limit)
 - Summarize your proposal (100 words limit). The summary should highlight the focus and impact of your program/event
- Timeline



- Goals/objectives
 - Detail the proposed program/event objective(s)
- Collaboration
 - With what other offices/student organizations will you partner to achieve your objectives? Include any other sources of anticipated financial support.
- Theme
 - Indicate which category best describes your event/program:
 - Safety & Wellness, Student Life, Undergraduate Academics, Career Development & Mentorship, or Other
- Student/community impact – part 1
 - Describe how students will benefit and what students needs are being addressed.
- Student/community impact – part 2
 - Describe the profile of undergraduate students that will be served and estimate the number of students impacted.
- **Other Programmatic Information**
 - Is this a new or existing program/event?
 - Given a choice between New Program, Existing Program, or Other
 - Is this a one-time or continuing program/event?
 - Given a choice between One-Time, Continuing, or Other
 - In the event, you are awarded partial or full funding for your program, in what ways might you recognize the Carolina Parents Council for its support?
- **Assessment**
 - Describe how the overall success of the proposed program/event will be measured.
- **Budget**
 - *This section will seek to learn more about your budget planning for the event and what amount you are requesting. We recommend you seek assistance from your department's finance or operations manager. Additionally, you can find a worksheet to assist in budget planning below.*
 - Explain why Parents Council funds are necessary for this program/event
 - Detail the TOTAL budget amount for the program/event
 - How much will this program cost in total? What will the money be spent on?
 - Detail the PORTION OF THE TOTAL budget amount requested from the Parents Council
 - Of the total budget, what is the amount you are requested from Parent Council funds?
 - What is the minimum amount of funds needed to make this program possible?
- **Other Budget Information**
 - Has your department or organization ever received Parents Council funds before? If yes, when, how much, and for what purpose?
 - Provided the program/activity is successful, how do you anticipate sustaining it financially in the future?