

# Wheaton Foundation Grant Application Guidelines

## Wheaton Foundation Grants have helped students:

Cover conference fees and travel costs  
Buy materials and equipment for research  
Travel to class-related research sites  
Compensate research subject interviewees

## ELIGIBILITY

All Wheaton students, regardless of class year, are eligible as long as they are in good academic standing. It is expected that funds, in general, will be used to cover expenses incurred in the semester of application (or in the semester following the application at the latest). **Expenses incurred during January/summer are not eligible for funding through the Wheaton Foundation Grants. Applicants may apply each semester; however, priority will be given to first-time applicants.**

## SUPPORT

Grant requests are **limited to a maximum of \$250** per student per year. Group submissions are welcome but costs per student must be justified. The Committee on Admissions and Academic Standing may limit the use of/deny funds for expenses judged inappropriate for this grant. Any equipment purchased on this grant will become property of the department involved and any books purchased become the property of the Wheaton Library.

## STEPS FOR SUBMITTING YOUR PROPOSAL:

1. Read these **instructions thoroughly**. Application Process is on-line this year and we want to be sure submissions are done appropriately.
2. **Suggestion: Prepare your paperwork in advance before proceeding** to the on-line application form.
3. Create a word.doc proposal with a **maximum length of 2 pages**. This proposal must include the following information:
  - a. **Title:** Please keep brief. **(You will insert this information into a space-limited field)**
  - b. **Goals:** in 50 words or less, what are your goals or expected outcome?
  - c. **Description:** briefly and clearly describe your proposed project
  - d. **Budget:** include itemized costs for which you are requesting funds/reimbursement. Institutional reimbursement rates for standard items include mileage at .505 cents/mile and photocopying at .05 cents/copy.
4. Submit on-line application. Consider e-mailing jrazee to be sure your application was received.
5. Request a **letter of support from a faculty member** sponsoring your project. It is most helpful if the letter addresses the value and relevance of your request to your academics at Wheaton.
  - a. **This letter must be in on the deadline date as indicated, so please be considerate and give the faculty member the time to get it done. Do not wait until the last minute.**
  - b. Support letter may be e-mailed to [jrazee@wheatonma.edu](mailto:jrazee@wheatonma.edu).

**Your proposal should not be parts of previous papers or proposals. The submission will be judged on the basis of clarity, content, and professional presentation.**

Deadline is **November 6, 2009 @ 12:00p.m.** Late applications will not be accepted. If you have any questions, or need assistance in completing the electronic application, please contact Judi Razez in the Filene Center for Academic Advising and Career Services (campus ext 3795).