

## **Grant Application**

### **Eagle Heights, University Houses, and Harvey Street Assembly**

The Eagle Heights, University Houses, and Harvey Street Assembly is a representative body made up of University Apartments residents. Our purpose is to be the voice of the residents in advising University Housing staff and helping to make our community a better place to live for everyone. We publish the Eagle Heights Newsletter and the University Apartments Telephone Directory.

Each year, the Assembly receives a portion of the usage fees from the Community Center. This money is available for resident-directed projects and purchases within the community. These grants are awarded in October and April. Any resident of Eagle Heights, University Houses, or Harvey Street is welcome to submit a grant proposal. The money and programs should directly benefit the residents of University Housing. In the past, grants have funded the purchase of park benches near the playgrounds, bike helmets for children, play equipment in the Community Center, books for the reading room, sponsorship of entertainment and much more.

Residents should seek to provide as much information as possible about the project they are proposing. Along with this application form, residents are encouraged to submit catalogue clippings, listings of possible places to purchase the item, prices, and/or any other information that will enable the project to be carried out effectively.

The Assembly Board will select grant recipients. To increase the likelihood of receiving a grant award, proposals should be: feasible, accompanied with sufficient support (estimates etc. provided), a reasonable amount of money (usually under \$500), beneficial to a large number of residents, and meet the University Housing Guidelines. Once selected, grant recipients are expected to work with the Assembly and University Housing staff to carry out the steps necessary to complete their proposed project.

#### **Grant Timeline:**

- Grant Application due at the Community Center or emailed to the Assembly Chair (assemblychair@gmail.com) by October 31<sup>st</sup> (for fall semester) or March 30<sup>th</sup> (for Spring Semester).
  - Make sure you retain a copy of your application.
- Assembly Board will meet to discuss grant proposals following the submission deadline.
- Applicants will be notified of the status of their grant proposal as per the Assembly Board's decision.
  - Recipients will be directed as to how to proceed with their proposal.
- Grant recipients will be announced at the Town Hall Meeting after acceptance by the Assembly Board.

#### **Other Information:**

Since the grants are applied through a purchase account, certain expenditures are ineligible. This includes anything in violation of the university code: no salaries or wages (although the grant could be used for short-term entertainment or educational contract), no alcohol or controlled substances, and no discrimination against any residents. All purchases must be from a vendor with a social security number, tax ID number or tax-exempt number. Certain types of expenditures must be made from university-approved vendors.

#### **For More Information:**

Contact the Grant Coordinator at assemblychair@gmail.com or call Community Center at 608-262-3407.

Name \_\_\_\_\_

Date \_\_\_/\_\_\_/20\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_

E-mail \_\_\_\_\_

Project Description (please be specific):

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How will your project benefit our community?

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How will you spend the money? (please list each item and its approximate cost)

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If you receive funding, how will you (along with University Housing staff) implement the project you are proposing?

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- Attach additional sheets as needed.
- Please print and drop off at the front desk of the community center when complete.