



Application Instructions and Best Practices

You may apply for grant funding from one or more Affinity Giving groups through a single online **Affinity Giving Grant Application** form accessible from each of the linked websites listed below. *(A PDF application example is available for the purpose of gathering information.)*

The [Black Philanthropy Circle \(BPC\)](#) supports the IU Office of the Vice President for Diversity, Equity and Multicultural Affairs in replacing obstacles with opportunities so that students, faculty, and staff from historically underrepresented backgrounds find a sense of belonging at IU. The BPC is looking to award projects and initiatives that make IU more welcoming, equitable, and accessible for the Black community. Applications should specifically focus on the ways in which the Black community - at any IU campus - will be supported by the project.

The [Queer Philanthropy Circle \(QPC\)](#) is a group of committed donors who pool their time, talent, treasure, and voice to make IU a welcoming place for the LGBTQ+ community. Through programs, funding, policy, outreach, and one-on-one support, in partnership with the IU Office of the Vice President for Diversity, Equity and Multicultural Affairs (OVPDEMA), the QPC replaces obstacles with opportunities. The QPC is looking to invest in projects and initiatives that support LGBTQ+ students, faculty, and staff. Applications should specifically focus on the ways in which the LGBTQ+ community at IU will be supported by the project. Proposals should aim to make IU a more equitable, welcoming, and accessible university for the queer community.

The [Women's Philanthropy Leadership Council \(WPLC\)](#) aspires to foster an ecosystem of inclusive philanthropy that creates transformational change for all at IU. By bringing leaders together—providing connections, relationships, learning experiences, and

opportunities to give time, talent, and treasure—Women’s Philanthropy catalyzes meaningful impact. Applications for WPLC grants should articulate the ways in which they will impact diverse constituents, particularly those with historic disadvantages, and the ways in which grant outcomes will contribute to building a more equitable and inclusive environment at IU, and beyond. All IU community members – students, faculty, and staff – with the vision and capacity to manage and effectively utilize a grant are encouraged to apply. The Women’s Philanthropy Leadership Council is interested in impacting broad populations. **Projects should NOT focus solely on women.**

All applicants must be Indiana University students, faculty, staff, or have an affiliation with an Indiana University department or organization. Applicants must have the vision and capacity to effectively utilize a grant that will be administered through IU’s Financial Management System (FMS).

NOTE: Registered student organizations are only eligible for funding if they are a University Student Organization (USO) or are working in partnership with a USO. Unfortunately, Self-Governed Student Organizations (SGSO) are not eligible unless partnering with a USO.

The following information is intended as a guide for collecting information requested in each section of the grant application.

General Information

In this section, summarize the project and give a project purpose statement. Later in the Project Narrative section, you may provide more detailed information. The summary should give a very brief 2-3 sentence overview of the project. The purpose statement should include the issue or problem your project will address, objectives, deliverables, methods, and impact. Budget information will be provided in the Project Information section as well as detailed on an Excel Budget Template.

Tell us who is involved and how we contact anyone with oversight of the project.

Include the IU financial account you will use to manage grant funds, if awarded. The account number will usually begin with the numbers '23'. The account will have a name, account number, and possibly a sub-account name. A fiscal officer for your department can provide more information regarding fiscal accounts and sub-accounts.

VERY IMPORTANT: A campus administrator **must review and affirm that your project aligns with campus priorities and Indiana University strategic plan initiatives.** A letter of support from a campus administrator must be uploaded along with your application. A downloadable Letter of Support template is available on the grant website. The administrator will be different for each campus. Suggested regional campus administrator contacts:

- IU East, Office of External Affairs, Todd Duke, Interim Vice Chancellor
- IU Fort Wayne, Office of Alumni & Giving, Frances Brooks, Director of Development and Community Engagement
- IU Kokomo, Office of Development, Cathy Clearwaters, Director of Development
- IU Northwest, Office of Advancement, Amy Diaz, Chief of Staff
- IU South Bend, Office of University Advancement, Dina Harris, Director of Development
- IU Southeast, Office of Advancement, Jean Borger, Corporate and Foundation Grant Coordinator

Project Information

Please complete the budgetary questions and corresponding Excel budget template.

Project Budget. A budget should justify the amount of money requested and show specifically how it will be used. An itemized downloadable Excel budget template is provided and is a required attachment when submitting the application.

When possible, include the cost per beneficiary. (Example: \$100 per student; \$100 per patient visit, etc.)

If the funding will support a start-up project, what is the path to sustainability?

Dollars Committed. Provide information about other funding secured.

Amount Requested. Affinity Giving grants may not fully fund every project chosen as a finalist. Often, grant funding is distributed between many projects. It is important to prepare a detailed budget outlining how you would allocate grant funds, if awarded. It is also important that your Excel budget worksheet items clearly match the funding requested in the application.

How will you use the funds? In this field, please state whether your project can or cannot move forward if partial funding is awarded.

NOTE: Items not usually funded—Food, promotional items, licensures, accreditations.

Project Narrative

Project narrative questions may differ depending upon each Affinity group.

WPLC Focus Areas. This section denotes the areas in which the project aligns with WPLC priorities and seeks to better the IU community, and beyond (e.g. local, state, national, and/or global communities). The focus areas listed are the current priority areas of the WPLC. Multiple focus areas may be selected.

The Project Narrative section is an integral piece of the application, which should clearly describe the project need and how the project contributes to building a more equitable and inclusive environment at Indiana University, and beyond campus walls. *Reference Diversity, Equity, and Inclusion definitions in the Glossary at the end of this document.

In this section, expound on the following:

- Purpose
- Objectives
- Deliverables
- Methods (including who was involved in developing the concept)
- Impact (including benefit to the population(s) affected)

- How will your project be impacted if not fully funded?

Additional Guidance

Specific Project Needs. Please do not copy and paste repetitive information from other sections. This section should provide further details of the need your project will address, as summarized in the General Information section. Are there unique or innovative aspects of your project? How were the needs assessed? How many people does this need impact? How many of those people will your project help? What data supports your analysis of this need? State how the project aligns with the WPLC focus areas. What are the goals and objectives of your project? What methods will you use to implement your project?

Evaluation Plan. It is essential to explain how you are going to evaluate your project and report on the findings. How are you going to show the impact of your project? How will you determine success?

Sustainability Plan. Will this project continue to have an impact into the future? Grant funds are only provided for one year and generally do not provide ongoing funding. If your project may continue, you should explain how you will fund the project after the one-year grant period. If you are proposing a self-contained project, you may want to explain how lessons learned from this project will continue to be used in future work. How will you continue the project after the grant money is expended?

If you don't continue the exact project, how will you build on its successes and fund future efforts?

Tell a compelling story. The review committee will read dozens of grant applications, and it's important to make sure your project stands out.

Provide specifics. Reviewers need a clear understanding of a project's impact. Provide specifics, including how you will spend grant money, whenever possible — such as the number of people who have been helped already, the number you will help if you receive grant funding, or research findings that support your project methodology. Also be sure to clearly explain your methodology — audiences you will be reaching, how your project will be managed, and more.

NOTE: Thorough, yet clear and succinct descriptions are crucial.

Resource - Grant Application Glossary

Capital Funds: Money to purchase land, buildings, equipment, etc. that are used to produce products or provide services.

Corporate Contributions: Financial support from a business, not through a related Foundation.

Direct Costs: Costs which relate to the specific project. Examples: contracted faculty for April – May workshops, supplies for the summer camp program.

Diversity, Equity, Inclusion (DEI)

Diversity: A college campus is like opening a door to a world of different cultures, perspectives, and ideas. Learning with people from a variety of backgrounds encourages collaboration and fosters innovation and creativity. Providing an academic environment rich with diversity is an important part of the campus experience.

Equity: In the United States, people of color will become the new majority in education and workforce settings in just three decades. However, systemic barriers and poorly shaped policy have contributed to persistent inequities between racial and ethnic groups from classrooms to boardrooms. These challenges extend to postsecondary education and are evident in the deep gaps in student success and college attainment that exist. Equity in education is defined when all students receive the resources they need to prepare for success after high school.

Inclusion: More than ever, today's students need to be prepared to succeed in a diverse, inclusive global workforce. Diversity and inclusion benefit communities, schools, and students from all backgrounds, as research shows that more diverse organizations make better decisions with better results.

<https://diversity.iu.edu/diversity-education/campus-environment-toolkit/awareness.html>

Equipment: Equipment to be purchased, or rented, in direct support of the project.

Foundation Support: Generally, a grant received for specific project support or shared operating support.

Fringe Benefits: Something that a person receives for working in addition to pay, which is not in the form of money. Example: health insurance.

Government Support: Financial support received from government agencies (Federal, state, county, and city).

Indirect Costs: Indirect costs, sometimes called overhead or common cost pool, do not relate solely and specifically to a particular project, but are necessary to its completion. Examples: office rent, telephone, etc.

In-Kind Goods/Services: In-Kind contributions comprise donations of professional services or other goods and services. You should not record an In-Kind donation unless you would have to pay for the goods/service if it was not received as “In-Kind”. In-Kind contributions are net-zero (i.e., contribution and expense are equal, so they do not affect the bottom-line net; however, they increase the magnitude of the income and expenses. Volunteer hours do not qualify to be reported as income under GAAP (Generally Accepted Accounting Principles). Alternatively, a narrative note in your proposal should describe the role of volunteers and impact of their hours.

Investment Income: Earned income. Examples: Interest, dividends on an endowment.

IU Connections: Includes any IU campus, department, unit, or organization.

Marketing: The total cost associated with delivering goods or services to customers. The marketing cost may include expenses associated with transferring title of goods to a customer, storing goods in warehouses pending delivery, promoting the goods or services, or the distribution of the product.

Personnel: Costs of IU staff (full and part-time) assigned to the project comprising actual salaries plus social security charges and other statutory costs included in the remuneration.

Supplies / Materials: Includes all consumable materials purchased in direct support of the project. NOTE: Food and swag items are not consistently approved for funding.

Variable Costs: Variable costs are usually project oriented and are controllable or adjustable. Examples: number of participants served by a project, number of weeks a project runs, number of exhibitions or concerts, local or international. Semi-variable costs are in between. These must happen, though they can be mitigated somewhat. Examples: color versus black & white for a print job, short-term rental versus purchase of equipment.