

**Arkansas State University – Beebe  
Vanguard Mini-Grants Program**

- Purpose:** The purpose of the mini-grant program is to provide faculty and staff financial support to engage in scholarly activities or projects designed to improve teaching, programmatic offerings, and/or student success initiatives.
- Funding:** Through a generous gift to the college, the Foundation has available for AY 21-22 \$7,500 to support funding requests of at least \$750.00 and not to exceed \$1500.00.
- Eligibility:** Any full-time faculty or staff member

**Guidelines for Mini-Grant Proposals and Submissions**

1. Any full-time faculty or staff member may apply for funding.
2. Projects should align with ASU-Beebe institutional priorities and strategic goals.
3. Projects seeking annual funding will not be considered. All proposals must seek one-time funding. Funds must be spent during current academic year.
4. A final presentation/report is to be provided to the Shared Governance Council no later than 45 days following the project's conclusion.
5. Group proposals are encouraged. However, one individual must be designated as the project lead, serve as the point of contact, and take responsibility for administration of the project.

**Grant Proposal Guidelines**

1. A full-proposal is to be submitted to include the following:
  - a. **Cover Sheet**
    - i. Title
    - ii. Person or Persons involved in project. Identify Project Lead.
  - b. **Project Abstract**
    - i. Clear and Concise paragraph of about 5 to 8 sentences describing the project.
  - c. **Proposal**
    - i. **Need:** The Need for the project describing the problem to be solved
    - ii. **College Initiatives & Strategic Goals:** How will the project support the college's initiatives and strategic goals?
    - iii. **Population:** Who will the project support? Faculty, staff, students, community stakeholders? Describe the population and why is the support warranted?
    - iv. **Project Outcomes:** What are the intended outcomes of the project?

- v. **Methodology:** What methods/activities will you use to achieve the project? How will you measure achievement of the outcomes? How will you track and report your data?
- vi. **Budget:** Include a line item budget for the program or project including anticipated expenditures and any possible income. Use actual costs instead of projections where possible. If institutional funds will be spent in addition to grant funds, indicate those funds as well.

If proposing a pilot program, remember that the mini-grant program is one-time money. Describe how the pilot program will be funded beyond year one of the project if successful.

- vii. **Conclusion:** Provide a brief closing statement summarizing your proposal and the need for the project.

\*Only complete proposals with a budget will be considered.

## 2. Restrictions Concerning Expenditures

- a. Spending must follow policies set forth by the college and ASU-Beebe Foundation.
- b. Funding is to be used as described in the mini-grant proposal and within ASU-Beebe policy.
- c. Payment to a speaker or presenter should not exceed \$250.00. A speaker and presenter may be reimbursed for travel based on ASU-Beebe policy and state travel guidelines. Speakers will be asked to provide the necessary IRS forms in order to receive payment of services.
- d. Expenses incurred prior to the mini-grant award are not reimbursable from Foundation Funds.
- e. Under no circumstances will the Foundation provide funding in excess of the amount approved for the mini-grant.

## 3. Submitting a Mini-Grant Proposal

- a. To ensure that the project aligns with institutional priorities and strategic goals, proposals require a letter of support from Dean/VCA (for faculty) and director/VC (for staff).
- b. Proposals are to be emailed to chair of the Vanguard Mini-Grants Taskforce, Andrea Cole at [aecole@asub.edu](mailto:aecole@asub.edu).

## 4. Submission Deadline

- a. October 1, 2021

## **Vanguard Mini-Grants Taskforce 2021-2022**

1. Andrea Cole – Chair
2. Dr. Jason S. Goodner – Exec Rep
3. Cathy Eoff – Development Council Rep
4. Faculty Senate Rep TBA
5. Staff Senate Rep TBA
6. Student Government Association Rep TBA
7. Shared Governance Council Rep TBA