



2014-15 Presidential Mini-Grant Application Celebration:

Initiatives that Inspire Degree Completion

Directions: Applications must be submitted electronically by October 17, 2014. Forms can be filled out in Word format or completed and scanned in PDF format. Please send them to Ariel Cassista at ariel.cassista@maine.edu.

Supplemental materials may be sent electronically or via campus mail, but please note electronic submission is preferred.

Project Name: _____

Project Start Date: _____ Project End Date: _____

List UMA department(s) and/or external organizations involved:

Project Description (500 words or less, attach supplemental document if needed):

Intended impact on Enrollment and Retention:

Budget (single projects may not exceed \$15,000):

Expense Category and Description	Amount
<i>Example: In state travel</i>	<i>\$500.00</i>
Total:	

Will departmental funds be used to supplement project grant funding? If yes, explain:

If project is on-going, indicate plans/recommendations for covering future costs:

How will results be measured? Include a specific project evaluation plan.

Have you previously been awarded a Presidential Mini-Grant? If so, indicate year(s), grant title(s) and amount(s)

Additional Comments:

Proposal Contact Person

Name _____

Email _____

Department Head(s)

Name _____

Email _____

Staff on Project:

Name _____

Email _____

Role _____

Name _____

Email _____

Role _____

For questions and information contact: Ariel Cassista at 621-3350 or ariel.cassista@maine.edu

By application of mini-grant awards, the applicant agrees to serve as Project Manager for the funds. This entails 1) providing oversight for project activities and progress 2) participation in budget management and GL inquiry training if these are not already duties within the grantees job description. 3) ensuring that incurred expenses support the original proposal intent and budget while complying with University policies 4) ensuring that expenses occur within the starting and ending dates of the project stated above, and 5) submit grant progress reports upon request.