



Tall-Wiedefeld Society Grant Application Instructions

Tall-Wiedefeld Society Mission:

Through collective philanthropy, the Tall-Wiedefeld Society (TWS) at Towson University combines knowledge, passion, and commitment, builds community and creates a fund to address the needs of faculty, students and staff.

Tall-Wiedefeld Society Funding Priorities:

- Through the generosity of TWS members, funds are available as grants to eligible projects. **Each member of the TWS who has contributed \$100 or more during the past 12 months will have the opportunity vote on the final grant applications.**

Grants will be awarded for specific projects or programs that support and promote scholarship, research, service and/or innovation that directly impacts faculty, staff and/or students. First preference will be given to projects which focus primarily, but not exclusively for the benefit of the advancement of women. Grants will not be awarded for operating support. Areas of interest include, but are not limited to:

- Improving curriculum to be at the cutting edge in relevance and effectiveness.
- Fostering and enabling leadership opportunities and learning.
- Creating a learning environment that encourages and enhances innovation and creativity.
- Strengthening diversity in thought, participation, and ongoing interaction.
- Examples of eligible projects may include, but are not limited to:
 - Plan and host a daylong STEM fair for local middle school students
 - Offer a financial planning seminar
 - Attend a conference to develop leadership skills
 - Record and share oral histories from local alumni
 - Establish a fund for emergency daycare
 - Sponsor feminine products drive to stock TU's FoodShare pantry

Instructions:

- Complete all information in the grant application Word document and save as a PDF.
- Adhere to the recommended text limits as indicated.
- Define any acronyms used in the application.
- Complete the Budget Request Excel document and send as a separate attachment with your grant application.
- Email all application materials as attachments to Sarah Metzgar at twm@towson.edu by **5:00 p.m. on November 15, 2024.**

Things to remember:

- A Towson University faculty or staff member must be the leader or supervisor of all projects and programs from the time of the grant application through the completion of the project. The faculty or staff member must receive written approval of the proposal. If the application is from a student organization, the faculty or staff advisor must approve the proposal in writing.
- No applicant may receive funding for the same project for more than two consecutive years.
- Contact the development officer for your college or division if you need assistance with your application. <https://www.towson.edu/support/contact.html>

Grant proposals must be approved by your College Dean or appropriate division VP

- Remember to save a copy of your application materials before final submission.
- The Tall-Wiedefeld Society volunteer grants committee will initially review applications. Recommended projects will be reviewed by the Towson University Office of the Provost and each member of the TWS will vote on project funding.

Please make sure your summary includes the following:

1. **Significance** – Explain the importance of the proposed project/program. Explain how the proposed project/program will improve knowledge, technical capability, and/or education, training, and academic quality.
2. **Strategic benefit** – Please indicate how your project/program might benefit other TU strategic goals or activities. Are other resources or initiatives needed to fully achieve the deliverables of this project/program? Be sure to include on budget sheet

3. **Innovation** – Describe any new theoretical concepts, approaches or methodologies and expected outcomes of this project/program.
4. **Approach** – Describe the strategy to be used to accomplish the specific aims of the project, and/or if problems occur, how they will be addressed.
5. **Impact** – Highlight how many people will benefit from this project/program.

Please note:

- Recipients have one year to spend grants funds. In the rare case that grant resources cannot be expended in a single year, the TWS reserves the right for the unspent balance to be refunded or the project timeframe extended.
- TWS does not fund salary or fringe benefits. Stipends may be considered.
- TWS does not fund expenses regularly covered under the University operating budget such as classroom space and utilities.
- Recipients of TWS grants will be required to:
 - Make a presentation highlighting anticipated outcomes of project/program at the March 6, 2025 annual TWS Reception
 - Submit a 6-month progress report as well as final report upon completion of project/program
- Recipients should also be willing to give various project/program updates throughout the year for TWS members including photos, videos, and speaking opportunities. Additionally, the TWS may request that recipients provide feedback and impact statements from project/program participants, when appropriate.

**Questions? Contact Sarah Metzgar at tw@towson.edu or (410) 704-3902.
Additional information available at website.towson.edu/womensgiving**