

### Guidelines, Procedures and Deadlines for Awarding of Foundation Grants

The Salisbury University Foundation, Inc. provides funding annually for individual faculty and professional staff (full time / Assistant Director level or above) of the institution. Typically, applications for grants are received from individuals who wish to present a paper at a conference or develop a new program for the University.

Formal guidelines and procedures have been adopted by the Executive Committee of the Foundation and are presented for your information. Each applicant must use the appropriate form when applying for a grant and the request should be typewritten.

1. The SU Foundation, Inc. appropriates, annually, a percentage of its net earnings to foster activities in the area of professional development and program development. All funds are administered by the Grants Committee of the Foundation.

**Professional Development** will include the following types of activity for consideration by the Foundation:

- A. Presentation of papers at regional, national or international conferences
  - B. Research activities
- Or*
- C. Creative productivity in the areas of literature, art, music, theater and dance
  - D. Attendance at regional, national or international conferences and seminars
- Or*
- E. Activities improving the quality of life in this community

2. An individual's awards **will not exceed \$1000 in any fiscal year (July 1 to June 30).**
3. Applications must be received in a timely fashion per the schedule listed below. No late applications will be considered. No incomplete applications will be accepted.
4. Grants may or may not be funded in full, dependant upon funds available.
5. Applicants should indicate other sources of funding requested from faculty funds, departments, etc.

and the amount awarded or the date at which a decision on those awards is to be made.

6. An application form may be acquired from our website at: <http://www.salisbury.edu/foundation/> or at 1308 Camden Avenue, The Salisbury University Foundation Center.
7. The Grants Review Committee will consider applications two (2) times during the academic year. Any applications received after the due date will not be considered for funding and **no retroactive grant requests will be considered.** Contact the Foundation Office for submission 1 and 2 deadline dates.

All requests for Foundation funding must be addressed to:

**Kim R. Nechay**  
Assistant Director  
Salisbury University Foundation, Inc.  
1308 Camden Avenue  
P.O. Box 2655  
Salisbury, Maryland 21801