



Augustana Faculty & Staff Microgrant Application Information

Thank you for your interest in a Sacred Discoveries Microgrant! Please use the following as a guide to prepare your proposal and to make sure you have all the necessary information for your application.

APPLICATION INFORMATION

- Project director name, title, and contact information
- For project directors who are administrators or coaches, we request that you consult with your supervisor before applying for a microgrant.
- Type of Project (curricular or co-curricular; one time, semester long, or year long)
- Project Title & Brief Description
- Requested Grant Amount
- Anticipated deadline for project completion (extensions will be considered if relevant)

MICROGRANT PROPOSAL

Below is a sample way to structure your proposal to make sure you are providing information that will give us a clear, comprehensive picture of what you are proposing with your project. Please upload a **single PDF, no more than 6 pages** (single-spaced, 11-point font), which includes:

- **BACKGROUND INFORMATION**
 - What is the context surrounding your project? What are the event, circumstances and/or culture that has led to the idea for this project.
- **KEY STORYTELLERS & AUDIENCES**
 - Who are the Key storytellers? What is their background? Why are their stories being featured?
 - Who is your primary audience? Where will these stories be shared? What is the impact you are hoping these stories will have on this audience?
 - **TIP:** While it is not mandatory, having young adults as your primary storytellers will strengthen your proposal. The young adult audience is not as essential as this initiative is looking to share stories of young adult faith to a much wider audience.

- **PROJECT DIRECTOR(S)**

- Share about the education and experience of the Project Director that make them uniquely qualified to lead this project
- Share about other individuals who may also be involved and the value they will contribute to the project.

- **PROJECT ACTIVITIES**

- Describe the proposed activities that will happen in your project. It can help to have someone outside of your project/context read this to see if they have a clear understanding of what it is you will be doing. The more detail you can provide for each activity the better. Here are some examples
 - **Interviews:** If you have already identified your people, who are they? How many people will be interviewed? Why are they being interviewed? What are some example of questions they will be asked?
 - **Events:** What is the purpose of this event? Where will it take place? Who will be in attendance? How many are expected to attend? What will happen during the event (training, storytelling, etc.)

- **TIMELINE**

- Review the dates of the Project Cycle you are applying for. Give a monthly breakdown of how your proposed activities and other work will take place across that timeline.
- Projects do not need to fill the entire 11 months allotted. Projects can be completed in a shorter timeframe
- If a project needs more time an extension can be requested on the application. The timeline should reflect the full timeline of the project and make the need for the extension clear.

- **BUDGET**

- Please provide a detailed budget of what the money will be spent on. A small amount for contingencies is okay.
- The Budget should NOT include project director stipends. These will be paid out over and above what is requested with the project. Stipends will be paid out AFTER the project has been fully completed and reporting has been submitted.
- Other Augustana employees are also not eligible to be paid with grant funds. Student stipends may be given.

- **DELIVERABLES**

- What are the story outcomes you hope to share with wider audiences (written content, podcasts, videos, artistic work, etc.). How many of each format?
- **TIP:** Strong proposals will offer a variety of formats for their deliverables

- **IMPACT**

- What is the anticipated impact of the project? How many stories you hope to share and how many people you hope to reach? What are your methods for measuring the impact of your project?

- **CLOSING**

- Why your project is well-suited for a Sacred Discoveries microgrant?
- Sharing **young adult stories** is a key component of Augustana University's Sacred Discoveries storytelling initiative. How will your project engage young adults in storytelling?
- Lilly Endowment's National Storytelling Initiative on Christian Faith and Life "aims to unlock and tell compelling stories that portray the vibrancy and hope of **Christian faith and life** and to inspire and help people from a wide variety of backgrounds to come to **know and love God.**" How will your project do this?