



UCF

**Lou Frey  
Institute**

UNIVERSITY OF CENTRAL FLORIDA

## **Call for Proposals: UCF Student-led Initiative Micro-Grants**

February 10, 2022

Deadline: February 21, 2022

The Lou Frey Institute of Politics & Government (LFI), in its effort to support UCF student civic engagement, is excited to announce a new UCF Student Micro-Grant Program for UCF Registered Student Organizations (RSO). The micro-grants are for a RSO pursuing campus- and community-based initiatives in civic engagement. For the purposes of this grant Civic Engagement is being defined broadly as a process in which people take collective action to address issues of public concern.

The goal of this grant program is to support multiple student organizations at UCF who seek to create or extend projects in the area of civic engagement, particularly those focused on the UCF Community.

### **Eligibility**

All UCF Registered Student Organizations (RSO) are eligible to apply.

### **Grants Details**

Applicants will be notified of selection committee decisions by February 28, 2022.

Successful applicants for the Spring-Summer 2022 cycle will receive up to \$500 in support. These funds can be used to cover relevant purchases and other expenses in pursuit of a student-led initiative. All expenses must be pre-approved through the application process (or subsequently amended) and executed between March 1 and June 10, 2022.

Awards to projects will be issued and processed through Lou Frey Institute of Politics & Government. All project costs will be processed by LFI to vendors directly. There will be no direct payments to students.

All grant recipients will be required to write a brief grant report and the end of their project, which will include a narrative description of the project outcomes and a final expenditures report.

Direct questions should be sent to [shena.parks@ucf.edu](mailto:shena.parks@ucf.edu).

### **Application Procedure**

Eligible student groups interested in applying should submit the following materials via this [2022 LFI Civic Engagement Student Led Initiative Microgrant Application portal](#) no later than 11:59pm EST on February 21, 2022. Please include the student group name, group contact person, and the faculty/staff advisor contact information.

1. Project Description/Initiative Summary (250-word limit): This abstract should explain the objective, outputs, and significance of your initiative.



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2. Proposal Narrative (250-word limit): This narrative should detail the specific components of your initiative that you are applying to receive funding for and what the expected outputs (if any) are.
3. Budget Expenses and Justifications (1-page limit): Please divide this budget by location of expenses, and type of activity therein (e.g., space rental, food, program materials, etc.).

## **Expectations**

- Understand that award payment involving a reimbursed expense can take up to six weeks after the award letter is issued to be fully processed. The project activities should be proposed with that timeline in mind.
- Adhere to the proposed budget submitted with their grant application.
- [Adhere to UCF policies related to purchases and other expenses.](#)
- Submit an interim report narrative and expenditures sheet via the requisite google form by May 1, 2022, accounting for the use of the grant award and summarizing the outputs that may have resulted.
  
- Submit a final report narrative and expenditures sheet via the requisite google form by June 20, 2022, accounting for the use of the grant award and summarizing the outputs that may have resulted.