

Call for Proposals: UCF Student-led Initiative Micro-Grants 2024-2025

[The Lou Frey Institute of Politics & Government \(LFI\)](#) is excited to announce the relaunch of the UCF Student Micro-Grant Program for UCF Registered Student Organizations (RSO). The micro-grants are for RSOs pursuing campus- and community-based initiatives focused on civic engagement.

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

For the purposes of this grant, “civic engagement” is defined broadly as a process in which people take collective action to address issues of public concern.

Eligibility

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

Grant Details

- **Rolling Applications:** Micro-grants are awarded on a rolling basis throughout the 2024-25 academic year until May 2, 2025. Registered Student Organizations (RSOs) can submit applications ([see link](#)) at any time until that date.
- **Notification Timeline:** Please keep in mind that it can take up to four weeks to review grant applications, so it’s helpful to consider timelines for planned events.
- **Funding Amount:** Successful applicants may receive up to \$500 in support. These funds can be used for relevant purchases and expenses associated with your student-led initiative. All expenses must be pre-approved through the application process or subsequently amended and executed before May 23, 2025.
- **Processing of Funds:** Awards will be processed through the Lou Frey Institute of Politics & Government. Project costs will be handled directly with vendors, and there will be no direct payments to students.
- **Final Report Requirement:** All grant recipients will need to submit a brief grant report at the end of their project. This report should include a narrative description of the project outcomes and a final expenditures report.

Please direct any additional questions about the micro-grant or application process to shena.parks@ucf.edu.

Application Procedure

This microgrant is available on a rolling basis for the 2024-25 academic year and all programs or initiatives must be completed by May 23, 2025. Interested RSOs should submit the following materials via the 2024-25 LFI Civic Engagement Student Led Initiative Microgrant Application portal ([see link](#)). 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.
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, so 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 google [form link](#), 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 google [form link](#), accounting for the use of the grant award and summarizing the outputs that may have resulted.