**URBEST Microgrant Application:**

**Submit to jennifer\_brennan@urmc.rochester.edu as a single pdf file no later than midnight on Friday, July 5th, 2019.**

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| **Name of Project** |  |
| **Organization Name** |  |
| **Name of Grantee** | Person submitting the application |
| **Email** | Email that we should use to contact you concerning your proposal |
| **Location** | Primary location/institution of your organization |
| **Requested grant amount** | What is the total amount of the budget you are requesting? |
| **Executive Summary**  **(250 words)** | In 250 words, or less, provide a comprehensive summary of your proposal, timeline of events, and outcomes you wish to achieve. |
| **Project Goals**  **(750 words)** | Describe the purpose of your proposal. Who is your target audience? Why is this proposal relevant to your target audience and why is it needed now? |
| **Proposed Activities and Timeline**  **(750 words)** | Describe in detail the proposed activity/event and associated timeline. Be sure to include: activity description, agenda for event if applicable, expected number of attendees, dissemination/advertisement of events as well as methods (*e.g.*, survey) and metrics to evaluate the impact of event. Note any other funding sources and whether other organizations are co-sponsoring the event. If the event involves speakers, panelists, experts—provide selection details including how and why they were (or will be) selected. |
| **Expected Outcomes**  **(750 words)** | Describe the results and impact (short-term and long-term) at relevant scale (campus-wide, local, state, etc.). Describe in detail the output that your proposal will produce that can be shared with the community (UR or broader). Be sure to elaborate on any of the following components that you address:  (a) Collaboration: does the proposal help network and initiate collaborative projects with other graduate student, postdoc, science or science-related groups/teams? You may include a letter of support from your collaborator as a supplement.  (b) Accessibility: does the proposal generate resources that will be available to these groups/teams?  (c) Innovation: does the proposal explore a new idea or project that has not yet been attempted at UR?  (d) Public Engagement - does the proposal involve engagement with the community (UR or broader) or knowledge leaders in some capacity? |
| **Organization Background**  **(750 words)** | Provide a brief history of your group/team, vision and mission of the organization, and current membership profile. How long has your group/team been in existence? It is OK if you have developed your group/team for this mini grant. What are your current sources of funding? Who is your leadership team? Who on your leadership team will execute this proposal? |
| **Budget Outline and Justification**  **(spreadsheet can be attached)** | The budget should be presented in tabular form, with line-item expenses. Include anticipated financial contributions from other funding sources and co-sponsors. |