

**Arizona AAUW Student Affiliate (SA) Branch Grant
APPLICATION FORM,**

Student Affiliate Campus: _____ Amount Requested: _____

SA Branch Officer: _____ Office: _____

AAUW Branch SA Liaison: _____ Branch: _____

Campus Advisor (Name & Position): _____

Address: _____

E-mail: _____ (Phone) _____

Branch Officer's Home Address: _____

Telephone (home) _____ (Work/Cell) _____

E-mail: _____ (Fax) _____

1. Does a Student Affiliate Branch currently exist on your campus? _____
If so, when was it established? _____ How many members belong? _____
How many meetings have you held in the last 12 months? _____
What other funding (including sources, amounts & conditions) have you sought and received? _____

2. If no branch currently exists, what is your target date to begin it? _____

3. Please describe your goals for establishing/continuing a successful SA branch. _____

4. How would the AAUW-AZ Student Affiliate Grant be used to accomplish these goals?

5. Please attach a brief description of your action plan, including timeline and budget to establish/ develop your SA Branch, personnel involved, other funding sources considered. .

SA Branch Officer
Signature and date

AAUW Branch SA Liaison, (if Applicable)
Signature and date

Campus Advisor, *Signature and date*

SA Branch Campus: _____

Procedures for Student Affiliate Branch Applications

- Branches may apply for a student affiliate branch grant up to the maximum amount per grant approved by the Board of Directors and allocated in the state budget.
- Written applications must follow published requirements and be sent to the AAUW-AZ College-University Relations Chair of the Membership Committee. Proposals may be sent by e-mail or USPS mail. E-mail proposals must be followed by hard copies of the proposal with the signatures of the affiliate branch officer, campus advisor and the local AAUW branch student affiliate liaison, if the SA branch is associated with a local branch. It is highly recommended that the Student Affiliate Branch seek involvement of a local AAUW-AZ branch in its formation to help ensure success but this is not required.
- Proposals will be judged according to the following criteria and awarded up to the listed available points for each item. Please keep Application Proposals brief—no more than 500-750 words, typed, double-spaced. Budgets can be general in nature and reflect anticipated rather than actual costs.

EVALUATION CRITERIA

1. Relevancy of the branch goals to AAUW Mission and AAUW-AZ priorities as defined by AAUW and the AAUW-AZ Board of Directors. (10 points)
2. Needs assessment – a description of the student body to be reached by the branch and why it is important. (10 points)
3. Implementation plan including the specific use(s) of the AAUW-AZ Grant funds, a timeline of planned activities and anticipated outcomes. How the new branch will address this specific community/campus need. (20 points)
4. Evaluation plan – describe how the effectiveness of the process will be determined. Outline specific strategies to be used (e.g. surveys, interviews, etc.). What are your plans for continued funding for the branch? (15 points)
5. Publicity – how will the potential members be informed of the branch before, during and after its establishment? (10 points)
6. Recruitment plan – describe how the target community will be reached and recruited (presentations at club meetings, tables on campus, media publicity, flyers, *etc.*) (10 points)
7. Impact/Outreach – describe how the branch will reach diverse audiences, build connections with other campus groups and why it has potential for long term sustainability. (5 points)

SA Branch Campus: _____

(SA Branch Proposal Criteria, continued)

8. Collaboration, partnerships, – describe how this project will be a joint or collaborative effort with other campus organizations, AAUW branches or other like-minded community groups. (10 points)
9. Budget statement – include a proposed budget that shows how the monies will be used. Include a list of any other sources of funding anticipated. (10 points)

Evaluation/Disbursement Procedures

- The Student Affiliate Grant committee, a sub-committee of the AAUW-AZ Membership Committee, will evaluate submitted proposals and assign points to each section. The committee will then recommend acceptance or rejection of each proposal to the Board of Directors. The College/University Relations Chair will notify branches of the Committee's decisions within thirty business days of the receipt of the application.
- The number of grants awarded each year will not exceed the grant money allocated in the budget for the fiscal year unless there is a revision to the budget approved by the Board of Directors. For the 2008-09 year, grants between \$200 and \$500 will be awarded with the total granted not exceeding the budgeted amount of \$2,000.
- Grant monies are to be designated and used within the fiscal year of their award (the AAUW fiscal year runs from July 1 through June 30). Branches may apply for additional grants provided that they are accompanied by a new application form which details the accomplishments as well as any lessons learned from the original grant effort.
- At completion of a fiscal year, the branch shall submit a brief report to the College/University Relations Committee addressing each of the criteria included in the grant proposal. The report will include a list of expenditures with an explanation of any deviation from the proposed budget. Upon acceptance of the report by the Committee, requests for reimbursement will be submitted on an expense claim form (with receipts) to the state treasurer for reimbursement of expenses up to the amount previously approved by the Board.
- If cash flow is an issue, funds may be advanced to the Student Affiliate Branch upon award of the grant, provided that the completed application includes a clear budget statement about the proposed use of the funds. By signing the application, all agree to exercise due diligence to make sure that funds are used for the approved purpose(s). Also, if the funds will be used to purchase specific items, estimates should be submitted during the application/approval/disbursement process, if possible. If funds are advanced, the SA branch still must complete the report and follow the reimbursement procedures outlined above. Any unspent funds must be returned at the time of submission of the receipts and report.

Please email completed application to: collegerelations@aauwarizona.org and also request mailing address for signed application.