

# Proposal Guidelines for the Mentorship Support Grant Program

## **Mission of Mentorship Office:**

The Mentorship Office is a centralized resource center for the Millersville University community, providing mentoring opportunities, guidance, support, and recognition for Millersville mentoring relationships and programs.

The mission of the Mentorship Office is to support current mentoring programs on campus by building their capacity to provide targeted and high-impact mentorship for students and to develop new opportunities for students not currently served by ongoing mentoring programs.

## **Purpose**

The Mentorship Support Fund Grant Program has been established to encourage and facilitate programs and events that support mentoring at Millersville University. The Committee encourages proposals that support existing or emerging mentorship programs on campus, contribute to student success and retention, and support the concept of mentorship.

Types of programs qualifying for consideration:

1. Active participation in mentoring program development and training opportunities.
2. Improvement of existing mentoring programs or creation of new mentoring programs.
3. Programs that bring mentorship speakers or other experts to campus.

## **Eligibility**

Recipients must be Millersville University faculty or staff members. Since awards support projects prior to their occurrence, recipients must anticipate being part of the Millersville University community until the project is completed.

Awards can be used to cover travel, purchase of supplies, equipment, publication charges, etc. related to events or other projects to support mentorship issues.

The maximum award amount is **\$1,000**. Awards may be made to one or more projects. Award period runs from May 12, 2025 -May 15, 2026.

## **Evaluation Criteria**

Proposed projects will be evaluated according to the following:

- Meet the stated purpose of the award and the mission of the Mentorship Office;
- Opportunities that may be limited in terms of dates available and/or proximity of locations;
- Programs that benefit the general university community;
- Scope of activities, including but not limited to the venue (International, State, Regional, and Local);
- Project with sustainable outcomes, providing continued benefits to the university.

## **Procedures**

- 1.** Submit applications via email to [mentorship@millersville.edu](mailto:mentorship@millersville.edu) by **4pm on Friday, March 28, 2025.**
- 2.** Applicants should send one document (Word document or .pdf) that includes each of the following:
  - a. The completed allocation cover sheet.
  - b. A summary of the event or program including the purpose and rationale.
  - c. A detailed budget for the event or project.

## **Reporting**

- All recipients must submit a brief written report to the Mentorship Office detailing the outcomes of the event or program.
- Recipients must submit an updated budget indicating expenses and attach copies of all receipts. All unspent funds will be returned to the Mentorship Support Grant Fund account at the end of the award period. Recipients must notify the Assistant Director of the Mentorship Office if they are unable to spend their funding as planned. Failing to notify the AD may result in ineligibility for future funding.
- Recipients may be asked to present information regarding their event or program at a future Mentoring Event.

**The above materials are due via email to [mentorship@millersville.edu](mailto:mentorship@millersville.edu) within one month of the event or program. Failure to submit these documents within the allotted time frame will affect future funding requests.**

All inquiries should be directed to the Mentorship Support Grant Fund – c/o Audrey Bare, Bedford House, Ext. 7655 or by email at [mentorship@millersville.edu](mailto:mentorship@millersville.edu).

**Project Proposal for Mentorship Support Grant Award- Cover Sheet**

**Deadline: Friday, March 28, 2025, at 4pm**

Name: \_\_\_\_\_ M Number: \_\_\_\_\_

Organization or Department: \_\_\_\_\_

Department Fund Center Name: \_\_\_\_\_

Department Fund Center Number: \_\_\_\_\_

Department Fund Center Financial Manager Email Address: \_\_\_\_\_

Local Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Project Title: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Date(s) of Proposed Project: \_\_\_\_\_

Have you applied for other sources of funding for this project? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list the other sources \_\_\_\_\_

If you do not receive funding, will this research/program, etc. occur? \_\_\_\_\_

\_\_\_\_\_

If proposal is to attend a conference, please include conference website: \_\_\_\_\_

**1. Abstract (250 Word Limit)**

**2. Proposal Description (500 Word Limit with budget)**

I understand that if awarded, a report, receipts, and a presentation to the Mentorship Advisory Committee will be required.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## Mentorship Support Fund Proposal Review Spring 2025

### Rubric for Evaluating Funding Proposals

Evaluation Selection Criteria	Scoring Guidelines
<p><b><u>Alignment with Mentorship Office Mission</u></b> <b><u>Statement:</u></b></p> <p><i>The mission of the Mentorship Office is to support current mentoring programs on campus by building their capacity to provide targeted and high-impact mentorship for students and to develop new opportunities for students not currently served by ongoing mentoring programs.</i></p>	<p>Is this proposal consistent with the mission of the Mentorship Office?</p> <ul style="list-style-type: none"> <li>• 0-1: No ties directly or indirectly</li> <li>• 2: Indirect connection</li> <li>• 3: Indirect connection to more than one item areas</li> <li>• 4: Direct connection to one or more item areas</li> <li>• 5: Direct connection/impact on multiple areas that support attaining the Mentorship Office mission</li> </ul>
<p><b><u>Impact on the campus/community:</u></b> <i>From the evaluation criteria: Proposed projects will be evaluated according to the following:</i></p> <ul style="list-style-type: none"> <li>• Meet the stated purpose of the award and the mission of the Mentorship Office;</li> <li>• Activities that involve active student participation such as individual performances or other performances at national or state societies and conferences;</li> <li>• Opportunities that may be limited in terms of dates available and/or proximity of locations;</li> <li>• Programs that benefit the general university community;</li> <li>• Activities that benefit the largest number of students;</li> <li>• Activities that appear to be cross-disciplinary in nature; Scope of activities, including but not limited to the venue (International, State, Regional, and Local)</li> <li>• Groups who demonstrate that they are conducting activities to help underwrite the total expenses incurred. Cost per student will be a factor in committee consideration.</li> </ul>	<p>Degree to which the proposal can/will have the largest impact.</p> <ul style="list-style-type: none"> <li>• 0-1: Impact has narrow focus (specific target only)</li> <li>• 2: Moderate impact on small/few number of people</li> <li>• 3: Moderate impact for large number of people OR strong impact for moderate/small numbers of people</li> <li>• 4: Potential to impact large numbers; some directly and others indirectly</li> <li>• 5: Largest possible impact (directly and indirectly) with both campus and local community</li> </ul>