

# Mini-Grant Fact Sheet

## **Background**

The Vice Chancellor's Office has solicited funds from the parents of UNCW students for the purpose of supporting and enhancing Student Affairs projects. The purpose of these funds is to expand existing projects as well as assist in the financing of new ones. The primary pre-requisite for consideration is evidence of direct benefit to UNCW students.

## **Completing Mini-Grant Form**

- Open Mini-Grant Form – SA Web Page – Vice Chancellor – Mini-Grant Form
- Complete on-line
- Save your form in your document file by clicking “Save As” and save in your designated file.
- Electronically send your completed form to Linda C. Miller – [millerl@uncw.edu](mailto:millerl@uncw.edu)

## **Mini-Grant Process:**

- Completed requests are sent to the Vice Chancellor's Office to the attention of Linda C. Miller – electronically is the preferred method of receipt. Printed copies may be sent in Campus Mail (Box 5982) or hand delivered – Alderman Hall – Room 101.
- The request is logged in and forwarded to the Mini-Grant Committee
- Committee reviews and sends recommendation to Vice Chancellor Leonard
- Vice Chancellor reviews recommendation and either approves or denies the request.
- Linda notifies the contact person with the status of their request.

As of 4/20/09