

# UFF-UNF Mini-Grant Program Application and Instructions

## Format

- Standard 1-inch margins
- Times New Roman or Calibri font 11 or 12 point
- Single-line spacing
- 3-page maximum length narrative  
[Note. The 3-page limit does not include a required cover page, a required budget with justification, a reference list if applicable, biographical sketch/abbreviated vita required for research/scholarship/creative activity applications only, or appendix.]
- Photos, drawings, graphics, charts or tables may be included in an appendix (maximum 2 pages)

## Submission

- Assemble application in the following order:
  - Cover page
  - Narrative addressing topics listed below
  - Budget with brief justification for each item [funds may not be used for wages or stipends]
  - Reference page of sources cited in text [if applicable]
  - Biographical sketch/abbreviated vita [research/scholarship/creative activity applications only; 1 page]
  - Appendix [if applicable; maximum 2 pages]
- Application must be submitted as a single pdf file
- Electronically submit to Caroline Guardino ([carolincity@hotmail.com](mailto:carolincity@hotmail.com)) and Roberta "Bobbi" Doggett ([rrdoggett@gmail.com](mailto:rrdoggett@gmail.com)) using Subject: UFF Mini-Grant Application

## Cover Page

- Proposal Title
- Applicant's Name, Position, Department, UFF Member Status
- Contact Information: UNF email, UNF phone, non-UNF email, non-UNF phone
- Project Type: Research/Scholarship/Creative Activity (initial or renewal), professional development opportunity, OR Speaker Event
- Funding Amount Requested
- List of Other Funding Sources (secured or application submitted; if none, indicate none)
- For Speaker Event: likely date/time/location of event AND anticipated audience size
- For Research/Scholarship/Creative Activity: indication of whether or not human participants will be needed for the project. If so, IRB approval must also be submitted as an appendix.

## Narrative (maximum length: 3 pages)

- Project overview (50-75 words)
- What social justice or labor-related issue/concern is addressed by the proposed project?
- Which (if any) of the UFF-UNF objectives does this project address and how?  
[objectives are listed in Article II of UFF-UNF Constitution posted on [www.unf-uff.org](http://www.unf-uff.org)]
- In addition to the first three Narrative items listed above, for **Speaker Event** applications include the following information:
  - Why is this particular speaker someone who can best communicate the topic with a faculty and student (student participation is optional) audience?
  - From what department(s) is this topic and speaker most likely to draw faculty and students?
  - Provide a rationale for selection of the anticipated date, time, and location of event.
  - What take-away message do you anticipate faculty and students will remember following the event?
  - How likely is this event to generate further discussion and/or action among faculty and students in the days following the event? Why?
- In addition to the first three Narrative items listed above, for **Research/Scholarship/Creative Activity** applications include the following information:

- Provide key background information that explains how this project fits within the existing scholarly knowledge base or creative concepts and approaches of a particular discipline.
- Provide a brief project plan that includes your primary goals (or hypotheses) and how you will accomplish those goals or test those hypotheses.
- What makes this project and/or your approach original in a way that could have an impact on your discipline?
- How will this project benefit your research/scholarly/creative agenda?
- In addition to the first three Narrative items listed above, for **Professional Development Opportunity** applications include the following information.
  - Provide key background information that touches on how this professional development opportunity will assist you as you build your professional portfolio/skill set/pedagogy in relation to your academic or professional field.