

NORTHLAND COLLEGE

Guidelines 2018-2019

The Parsonage Fund for Student Opportunities supports student-initiated projects that are outside the scope of regular coursework requirements, with the exception of research and capstone projects.

Examples of fundable projects include:

- Research supplies and equipment for capstone or research projects. Applied research or capstones that are done as internships are eligible for funding.
- Travel to and participation in professional conferences, events, or workshops
- Membership fees to join professional or academic organizations
- Community service projects
- Personal enrichment (i.e., conflict resolution seminars, leadership activities, etc.)

Funding priority is given to research projects and presentations/poster sessions at professional conferences, followed by capstone projects, attendance at professional conferences, cultural experiences, service projects and personal enrichment experiences.

Types of projects not supported:

- Tuition for internships or coursework
- Study abroad
- Payment for service, work, or internships
- Political action or protest
- Travel to or from an internship
- Northland co-curricular programs, including:
 - fees for participation in intercollegiate or athletic events
 - funding for student organization programming
 - advanced study options or course fees in the academic program

Preparing your application

This is a highly competitive proposal process – funding is not guaranteed. Submitting a well-written and complete application makes a difference. The application should be given at least as much effort as you would put into any written report for a grade. The review committee expects superior quality.

All students who meet the eligibility guidelines outlined below are invited to submit an individual or group proposal. Application forms are located on my.northland.edu under **Academic & Career Planning, Career Development, Parsonage Fund**. We highly recommend using the following resources when preparing your application:

- Review the **Instructions for Writing a Successful Proposal** located on my.northland.edu (follow path specified above in yellow).

- Visit a writing tutor to ensure grammar, punctuation, and spelling is polished.

Application Deadlines

Proposals for expenses that have already occurred will be reviewed, but priority consideration will be given for activities that begin after the application deadlines listed below. Applicants should apply in the cycle closest to when funds are needed. Funds will be available for each cycle, as outlined below.

Application Due Date	Funds Available to Award*	Students are notified of funding decisions	Checks available to students (Fridays)
September 19	\$4,000	October 1	October 5
October 17	\$13,000	October 29	November 2
November 14	\$7,000	December 3	December 7
January 23	\$13,000	February 4	February 8
February 20	\$6,000	March 11	March 15
March 20	\$4,000	April 1	April 5

* This is the maximum amount awarded during this application period, and allows us to ensure there is money available for all application periods. Submit your application in the cycle closest to when your funds are needed.

Rules and Eligibility

1. Proposals (and all accompanying documents) must be submitted electronically to parsonagefund@northland.edu by 4:30 PM (CST) on the due date. You will receive a confirmation email indicating an application was received. **Please note:** This email is not an indication that your application is complete. It is only a confirmation that we have received your email. It is your responsibility to ensure that all of the necessary documents were included.
2. Maximum funding for a student per academic year is capped at \$1,500. This can cover one expensive project or several smaller projects. This change is to ensure funds are available for a larger number of students. Exception: group service projects are capped at \$400/individual applicant.
3. In general, there is one application per student or group for each specific project per academic year allowed. If a request is denied, it is up to the Parsonage Fund committee whether or not to allow the proposal to be re-submitted. Make sure your application is complete and free of errors!
4. **Incomplete applications will not be considered.** A checklist is provided with a complete list of items to include for your application. The most frequently forgotten item is documentation. Double check that you have documentation for each expense you are requesting.
5. Currently enrolled, full-time Northland College students in good academic standing (minimum cumulative GPA of 2.0) are eligible. Projects that take place after graduation will not be funded. Part-time students enrolled in at least 6 credits in the semester of application will be considered on a case-by-case basis, with priority given to students with senior standing.

6. The project must be initiated, organized, and planned by students. Funding for staff, faculty, or organizations is not permitted, however, student costs related to collaborative research or presentations with faculty or staff are eligible for funding. The project cannot be a classroom expectation, e.g. all class members required to attend a conference.
7. **Groups** attending a conference, service project, or other experience:
 - a. Faculty/Staff Recommendations: Only one group faculty/staff recommendation form will be required. Each applicant will be required to provide a reference who can be contacted about their participation in the experience.
 - b. If your group is traveling more than 200 miles from campus in a campus vehicle, your trip requires that a Northland College faculty or staff member accompany your group. This faculty/staff member needs to fill out and sign the Accompanying Staff form. This form should be sent in along with the rest of your application materials.
 - c. Full versus Partial Funding: Group leaders and students who will be presenting will be given special consideration for funding. For example, if a group is chosen for partial funding, the group leader may receive full funding if their individual proposal is strong. If some group members are presenting at the conference/workshop and others are not, presenters may receive full funding when others in the group receive partial funding.
 - d. Check distribution: One check will be dispersed to the group leader for all expenses.
8. Limit on repeat experiences: Students will be eligible for funding to attend the same conference or service project up to two times. If the student would like to attend a third time, they will be eligible if they are a group leader, presenting at the conference, or participating in some other significant way (e.g. coordinating all fundraising for a group service project).
9. If you are requesting funds for a capstone project, your recommendation must come from your capstone advisor.
10. All equipment purchased becomes property of the College. Awardees should have a plan to turn equipment over to a specific department.
11. You may not request funding for meals that are included in conference fees.
12. Projects may be funded partially or in full at the discretion of the Review Committee. For example, if it is determined that you could travel more economically or achieve the same goals at a closer destination, funding amounts may be reduced.
13. **Documentation of all budget items must be provided with the application.** Documentation may be scanned in or screen shots may be provided. Web addresses/URLs are not considered documentation. **Applications with missing documentation will not be considered.**
14. Special consideration will be given to applications that show contributions by the applicant (monetary or nonmonetary) and/or other funding sources.

15. Awardees are required to submit a final reflections report, and to share their experience with the Northland community. **Failure to complete this will affect future funding decisions.** See the **Instructions for Writing a Successful Proposal** document for recommendations on sharing experiences.
16. If you're creating a poster or another form of visual presentation for your Parsonage-funded project, download the Parsonage Fund logo on the website and include it in your acknowledgments.
17. **In the event that an award goes unused** (i.e. project/trip is cancelled, another funding source is substituted, etc.), funds will be returned to continue to provide opportunities to support other student projects. Email parsonagefund@northland.edu to inquire about returning any uncashed checks.

The **Parsonage Fund for Student Opportunities** is administered by the Student Affairs Division with participation from faculty and staff representatives from throughout the college.