

Guidelines For Submitting a Women of Beneficence Grant Proposal

The Women of Beneficence was created to support and fund innovative projects and programs at Ball State University – impacting students and benefiting our local, national, and international communities. Women of Beneficence is seeking projects or programs in line with Ball State University's Beneficence Pledge, (<https://www.bsu.edu/about/beneficence>) and will contribute to the University's aspiration of being a model student-centered and community engaged university. Women of Beneficence funded grants are a conduit to prepare students for meaningful life-long learning and service after graduation.

Eligibility: Ball State University faculty and professional staff are eligible to submit a proposal. Women of Beneficence will consider funding for: specialized equipment, student assistant wages, graduate assistantship stipends, materials and supplies to support the project and summer stipends (salary is capped at \$4,000, plus fringe benefits).

Additional information:

Women of Beneficence looks to fund new proposals rather than work in progress although a logical extension of a project in a new direction **that has not yet been started** would be considered.

We value a significant impact on BSU students at the undergraduate and graduate levels. We expect clear explanations of those impacts and the number of students to be involved as part of the grant narrative.

Budget Narrative should include moderate detail justifying requested items in general but more detail for items in excess of \$500.

Women of Beneficence *will not consider* funding for: faculty overloads for the academic year, faculty research projects, computer equipment, tuition remission, indirect costs, or general office equipment in excess of \$3000 and office supplies. Office equipment less than \$3000 and office supplies may be considered if itemization and strong justification is provided that it is significant and unique to the proposal.

A project director may only hold one Women of Beneficence award per fiscal year.

Proposal Process: You must work with your [department's assigned Proposal Manager](#) in Sponsored Projects Administration (SPA) develop and route your proposal for university approval prior to submitting in [InfoReady](#). Please refer to the attached rating sheet for the scoring rubric.

Project Timeline: The grant period for Women of Beneficence Awards will be from May 1 to August 31 of the following year.

DEADLINE: December 1, 5:00 PM

Review Process: The proposals are reviewed by the Grants Committee made up of Women of Beneficence members. In January, the grants committee will select the top proposals for presentation to the full Women of Beneficence Membership at the Women of Beneficence Annual Meeting. All applicants will be notified of a decision after this meeting. In March, the selected proposals are

Guidelines for Submitting a WoB Grant Proposal – Modified and approved by WoB Leadership Council, June 10, 2026

presented at the Women of Beneficence Annual Meeting. Following a vote by the Women of Beneficence members grant recipients will be notified.

Awards: Grant proposals may be funded up to \$30,000. The number of grants awarded is determined by the amount of money available each year.

Mid-Grant Report

All grantees are required to submit a mid-grant report demonstrating progress on their proposed work by November 30, 2026.

Post-Grant Report: Grant recipients are requested to share the results of their work at various Women of Beneficence events throughout the year. Final programmatic and fiscal reports will be required of all grantees no later than 30 days after the project period ends (Usual project end date – August 31; reports due September 30). The final request for payments is due to SPA no later than September 30 of the project year. The reporting requirements will be outlined in the award letter. All requests for changes to the grant as awarded need to be submitted in advance for approval by the Women of Beneficence.

Parts of the application in InfoReady will include the following items.

1. Explain how this project helps transform students into impactful leaders. How does the proposal address the following themes? (500 Words) You may address more than one.
Beneficence Pledge (scholarship & excellence, integrity, respect and social responsibility)
Focus on Students
Commitment to the Community
2. Describe the purpose of your request. (500 Words)
3. Please list and describe the measurable goals/objectives for your request. (750 Words)
4. Describe your project's timeline, including benchmarks. (500 Words)
5. Describe how Ball State University students will directly work on and be impacted by their participation in this project. Provide detailed information on number of undergraduate and graduate students to be involved, the impact of the project's work on the students, and the importance of the students' work for the project. (500 Words)
6. Are there plans to continue the project past the Women of Beneficence grant period? If no, please describe why. If yes, describe the sustainability initiatives planned. (500 Words)
7. Upload the completed Budget Table/Narrative document (provided in InfoReady). In the narrative, include moderate level details in justifying general requests but more detailed itemization and justification for individual items in excess of \$500.

The following attachments are highly encouraged but not required (to be uploaded).

- Up to 1-page glossary for definitions/jargon/acronyms
- Up to 1-page of references cited in the proposal narrative
- Letters of collaboration or commitment from community partners