

**CALIFORNIA STATE UNIVERSITY
EMERITUS AND RETIRED FACULTY AND STAFF ASSOCIATION**

**APPLICATION FOR A CSU-ERFSA 2024 GRANT FUNDED BY THE CSU-ERFA CHARITABLE
FOUNDATION**

The CSU-ERFSA Executive Committee will notify you by **December 2024** of the status of your grant.

Applications should be sent *electronically* to the CSU-ERFSA office at csuerfsa@csun.edu no later than **October 31, 2024 at 2:00 p.m. PDT**. **Use this template to prepare your application. For your application to be considered by the Grants Committee, you must complete your application according to the guidelines and**

- 1) **Limit your proposal to a maximum of three pages**
- 2) **Use a minimum of 12 point font**
- 3) **Adhere to the minimum margin requirements 1" margins, top, bottom, left, right**
- 4) **Insert a blank line between paragraphs**

TEMPLATE

NAME

Mailing address

Telephone

Email

Campus Affiliation

Name Research/Creative Project:

Name of your research/creative project/starting date for your research/project/date of anticipated completion for your research/creative project.

In 2-3 sentences provide a summary of your research or creative project which may be used by CSU-ERFSA to publicize the CSU-ERFA Charitable Foundation Grant project. All grant award recipients are required to supply this summary.

An example:

Professor Insta Gram [your name, you may use your professional title if appropriate], CSU WorldWideWeb [your campus]

“Increasing Awareness of the Availability of Grant Monies Through Social Media Campaigns” [name your project]

See below:

“ CSU-ERFA funding will enable Professor Insta Gram to travel and work at The Library of Congress in Washington, D.C., where the primary sources she needs are located. The project analyzes the use of Twitter, Facebook, direct email alerts, and the websites of all CSU-Campuses to determine which is the most productive avenue to disseminate the annual announcement of grant availability, deadlines, and guidelines.

[describe how the grant will enable you to do your work].”

Proposal:

General description of your proposal, including the purpose of your research/project (refer to Guidelines for CSU-ERFA Foundation Grant Program), hypothesis and methodology for your research/ creative project, if applicable. If it is an artistic project, describe how, when, and where it will be presented, displayed, or performed.

Budget:

What is amount are you requesting for this grant? \$ _____

What is the anticipated amount of any other funding? \$ _____

Please list budget expenses if you are requesting an amount **over \$1000** please provide a detailed budget needed to conduct and implement your research/creative project.

- Direct costs (personnel; supplies; travel; equipment purchase)
- Indirect costs (such as any overhead or administrative cost)
- Forgotten costs (such as data analysis or marketing; any unforeseen changes which would impact your project)

Please use the table below:

Direct Costs	\$
Indirect Costs	\$
Forgotten Costs	\$
TOTAL	\$

What other sources of funding have you received for your research/project? (Other sources of funding do not affect your opportunity to receive a CSU-ERFSA Grant.

Resources:

Provide a list of relevant sources for your research/project, including key literature and other resources that support your research/project. If your research/creative project involves interviewing people, include a list of persons and their official positions. **Half page maximum.**

Benefits:

Explain why you think CSU-ERFSA should award you a grant. Describe specifically the benefits and contributions of your research/creative project. Provide any additional information that you wish the Grants Committee to consider.

Resume:

Provide brief summary of your resume half page maximum and experience related to your research/project, including a bibliography of your publications, papers, or other scholarly or artistic activities.

Applicant's signature: _____ **Date:** _____