

Boettcher Scholar 2023-2024

Grant Information and Deadlines



Are you looking to study abroad during your time as a Boettcher Scholar? Or are you interested in an Educational Enrichment Grant to support a professional or academic experience? Please read this document to learn about important deadlines for this academic year. Additional information on how to start an application can be found on the Current Scholar Portal.

Educational Enrichment Grants

Current scholars who are still pursuing undergraduate studies during the term of their scholarships may apply for up to \$3,000 (\$4,000 at institutions without a Boettcher mentor) for projects or programs in the following grant categories: academic/professional development, internships, research and special classes/field sessions.

International Education Grant

Scholars (at schools other than DU) may also apply to trade one half of one year's scholarship for a \$10,000 grant towards an International Education experience, **OR** apply to trade one year's scholarship for a \$20,000 grant towards an International Education experience. DU Scholars selected in 2021 or earlier may trade one quarter's scholarship for \$2,500 or a year's scholarship for \$8,600 to be used in conjunction with funding from the Cherrington Global Scholars Program. DU Scholars selected in 2022 and afterwards may trade one quarter's scholarship for \$6,667, or one year's scholarship for \$20,000, to be used in conjunction with the Cherrington Global Scholars Program.

NOTE: If you are studying abroad during a regular school term that would otherwise be supported by the Boettcher Foundation, **you must inform the Boettcher Foundation** of your absence and complete an International Education Grant.

Scholar Grant Process

To apply for any of the scholar grants (the International Education Grant or Educational Enrichment Grant), **a student MUST complete the scholar grant process outlined below.**

The foundation will hold three grant cycles per year.

- Cycle 1: Winter/spring projects (the majority of which will take place during the winter or spring term)
- Cycle 2: Summer projects (the majority of which will take place during the summer break)
- Cycle 3: Fall projects (the majority of which will take place during the the fall term).

NOTE: International Education Grants follow deadlines for the term the scholar will NOT be enrolled in Colorado

Ex: A student planning to be abroad August – December should apply during the cycle for fall grants (Cycle 3 – which often takes place the prior spring).

1. **All scholars** who wish to apply for one of the scholar grants **will be required to view a grant writing webinar (no exceptions).**
 - a. For your convenience, the scholar grant writing webinar has been recorded and saved [here](#).
 - b. Because viewing the grant writing webinar is mandatory, we have also included questions about the webinar in the letter of inquiry online form.

2. After viewing the grant writing webinar, the scholar will write a letter of inquiry – **due by the appropriate deadline on the last page of this document** – to be submitted to the Foundation Program Manager, through the Current Scholar Portal.
 - a. The letter should propose a study abroad opportunity during the academic year (for an International Education Grant), or a project in one of the giving categories listed above (for an Educational Enrichment Grant).
 - b. **Due to potential scheduling difficulties, we strongly encourage the scholar to connect with their Boettcher Mentor or campus representative at this stage to ensure ample time to discuss the first draft (discussed in stage 3).** If you don't know who your campus representative is, reach out to the Foundation for direction.
3. If their letter of inquiry is approved, the scholar will proceed to completing the Educational Enrichment Grant or International Education **Grant application form and proposal**, submitting it through the scholar grant website.
 - a. Submitting the draft proposal at this point will send it to the student's Boettcher mentor (or on campuses without mentors, to the writing center staff or another campus representative) for review (**this draft will not be sent to the Boettcher Foundation**).
 - b. The scholar will then send their first draft along with any attachments to his/her Boettcher mentor or campus representative by the appropriate deadline below for review and comments. **The campus representative should submit their notes to the student**, which will allow the student to review and revise for their final draft. (Campus contact, when submitting these notes to the student, please copy Garrett Mayberry, garrett@boettcherfoundation.org, so foundation staff can also review your helpful feedback.) The Boettcher Foundation will update the portal to allow for submission for the final draft once you have notified us of your mentor meeting.
 - c. NOTE: You will be asked to provide contact information for the campus representative who will review your drafts before submitting your application.
4. After incorporating the changes requested by the Boettcher mentor or campus representative, the scholar will log back into the online scholar grant portal and **submit the final draft of their grant proposal to the program manager by the appropriate deadline below**. Scholars will be notified of the approval decision by the respective cycle date listed in this document.
5. If awarded funding, the scholar will submit the following **within one month of completing the project**:
 - a. 2-3 page evaluation report, including supporting documents (which may include research papers, conference programs and/or project photos), submitted in the portal
 - b. Thank you letter/card mailed to the Board of Trustees of the Boettcher Foundation (600 17th Street, Suite 2210 South) for making the scholar grants available.

Please see the next page of this document for the **2023-2024** grant cycle timeline. Contact the foundation at 303.285.6201 or garrett@boettcherfoundation.org if you have questions.

Scholar Grant Timeline

Stages of the grant cycles

Due to potential conflicts with midterms and/or breaks, foundation staff members will gladly accept grant materials prior to the deadlines listed. Please note that it may take several weeks after the grant approval notification deadline for you to receive your Enrichment Grant funding, due to payment processing timelines. **If you are concerned about receiving funding in time to begin your project, we encourage you to consider applying using the timeline for one of the earlier application cycles.** Please contact foundation staff with any questions or concerns.

Cycle I for funding in Winter 2023/Spring 2024

Step	Requirement/Notification	Materials Due
1.	Submit Letter of Inquiry and Webinar Quiz	September 15, 2023
2.	Submit First Draft of Proposal to Campus Representative	October 6, 2023
3.	Submit Final Draft of Proposal	October 20, 2023
4.	Grant Application Approval Notification	October 31, 2023
5.	Project Evaluation Package	One month after project

Cycle II for funding in Summer 2024

Step	Requirement/Notification	Materials Due
1.	Submit Letter of Inquiry and Webinar Quiz	February 16, 2024
2.	Submit First Draft of Proposal to Campus Representative	March 8, 2024
3.	Submit Final Draft of Proposal	March 22, 2024
4.	Grant Application Approval Notification	April 5, 2024
5.	Project Evaluation Package	One month after project

Cycle III for funding in Fall 2024

Step	Requirement/Notification	Materials Due
1.	Submit Letter of Inquiry and Webinar Quiz	March 29, 2024
2.	Submit First Draft of Proposal to Campus Representative	April 19, 2024
3.	Submit Final Draft of Proposal	May 3, 2024
4.	Grant Application Approval Notification	May 13, 2024
5.	Project Evaluation Package	One month after project

NOTE: International Education Grants follow the deadlines for the first term that scholars will not be enrolled in their home institutions (so a July-March program would follow deadlines for fall).

NOTE TO DU STUDENTS: Interterm winter courses should follow the deadlines for Cycle 1 winter/spring projects, and Cherrington Scholars must still apply via the Boettcher Foundation.