

Boettcher Scholar 2019-2020 Grant Information and Deadlines



Educational Enrichment Grants

Current scholars who are still pursuing undergraduate studies during the term of their scholarships may apply for up to \$3,000 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 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.

NOTE: Even if you are not applying for an International Education Grant but 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.

Scholar Grant Process

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

The foundation will hold three grant cycles per year:

- Winter/spring projects (the majority of which will take place during the student's winter or spring term)
- Summer projects (the majority of which will take place during the student's summer break),
- Fall projects (the majority of which will take place during the student's 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 (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 to the scholars-only section of the foundation's website. Please go to www.boettcherfoundation.org and follow the links for scholars.
 - b. Because viewing the grant writing webinar is mandatory, we have also included questions about the webinar in the letter of inquiry online form.
 - c. To ensure that we are meeting scholars' needs we have also provided an anonymous **webinar evaluation**. Complete this evaluation after viewing the webinar.

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 Program Manager, through the scholar grant website, featured on the foundation’s scholars-only website.
 - 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 make an appointment with his/her Boettcher Mentor or campus representative at this stage to ensure ample time to discuss the first draft (discussed in stage 3).**
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 grant 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 bring a print-out of 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 record their notes through the grant website.** They will then submit their notes, which will send the form back to the student to review and revise for his/her final draft.
 - c. **NOTE:** You will be asked to provide contact information for the campus representative who reviewed the first draft and information about your review session before submitting your final proposal.
4. After incorporating the changes requested by the Boettcher mentor or campus representative, the scholar will log back into the online scholar grant dashboard and **submit the final draft of his/her grant proposal to the director of the scholarship program by the appropriate deadline below.** Scholars will be notified of the director’s decision by the date listed on the last page of this document.
5. If awarded funding, the scholar will submit the following materials through the scholar grant website **within one month of completing the project:**
 - a. 2-3 page evaluation report, supporting documents (which may include research papers, conference programs and/or project photos) and
 - b. Thank you letter to the Board of Trustees of the Boettcher Foundation for making the scholar grants available.

Please see the next page of this document for the **2019-2020** grant cycle timeline and contact the foundation at 303.534.1937 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 Educational 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 the foundation staff with any questions or concerns.

Fall Application Cycle for funding in Winter 2019/Spring 2020

| Step | Requirement/Notification | Materials Due |
|------|---------------------------------------------------------|-------------------------|
| 1. | Submit Letter of Inquiry and Webinar Quiz | September 20, 2019 |
| 2. | Submit First Draft of Proposal to Campus Representative | October 4, 2019 |
| 3. | Submit Final Draft of Proposal | October 18, 2019 |
| 4. | Grant Application Approval Notification | November 1, 2019 |
| 5. | Project Evaluation Package | One month after project |

Winter Application Cycle for funding in Summer 2020

| Step | Requirement/Notification | Materials Due |
|------|---------------------------------------------------------|-------------------------|
| 1. | Submit Letter of Inquiry and Webinar Quiz | February 21, 2020 |
| 2. | Submit First Draft of Proposal to Campus Representative | March 6, 2020 |
| 3. | Submit Final Draft of Proposal | March 20, 2020 |
| 4. | Grant Application Approval Notification | April 3, 2020 |
| 5. | Project Evaluation Package | One month after project |

Spring Application Cycle for funding in Fall 2020

| Step | Requirement/Notification | Materials Due |
|------|---------------------------------------------------------|-------------------------|
| 1. | Submit Letter of Inquiry and Webinar Quiz | April 3, 2020 |
| 2. | Submit First Draft of Proposal to Campus Representative | April 17, 2020 |
| 3. | Submit Final Draft of Proposal | May 1, 2020 |
| 4. | Grant Application Approval Notification | May 15, 2020 |
| 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).

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