



New Media Grant Request Form

Please Note: This form must be completed in its entirety to be considered for funding. Incomplete forms will not be considered nor retained. Please make a copy of completed forms for your own records.

Project Information

Date: _____ Amount: _____

Project Advisor: _____

Team Members: _____

Contact Information

Name: _____

Student ID#: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Please list all items you are requesting to be purchased:

Item	Vendor	Cost
	Total	

If you require additional space, please list on a separate sheet of paper.

Questionnaire for All Grant Requests

1. Summarize your project goals.

2. Who are you looking to impact with your project and why?

3. How will this grant help you accomplish your project goals?

4. Why should we fund your project?

Final Components for Grant Requests

For all grants (including nano grants [\$9-\$99]):

- Write at least one page explaining your project premise.
 - Explain your project goals and how you will accomplish them.
 - Make sure to explain what part of this project is needing funding.
 - Use this essay to broaden on any summaries you wrote in the questionnaire section of this request form.

***Do not simply copy and repeat your summaries in the questionnaire section.**

For Micro Grants [\$100-\$500], please also include the following:

- Lengthen the essay mentioned above to at least 2 pages to give us a better understanding of your overall project.
 - Be sure to explain where this grant fits in your overall project
 - Give details on already exhausted resources
 - Include a project timeline of when your project goals will be accomplished.

Optional, but not required:

- Samples of previous related projects and attempts

New Media Grant Request Policies

Intention of New Media Grants:

1. New Media grants are intended to help University of Maine students successfully reach project goals related to their work at and/or for the University of Maine. This may be for a class or be extracurricular activity.
2. Grants are open to all University of Maine students in the New Media program. These grants are not open to students who are not declared as a New Media major..

Consideration Guidelines:

3. Incomplete grant requests will not be retained nor considered. Please complete all required forms for proper consideration.
4. All grants must be endorsed and signed by a University of Maine faculty member to be considered for funding. Endorsing party will not be held liable for any responsibilities assumed by the receiving party in these policies but is required to give the project credibility for the consideration of dispersing university funds to a student.
5. Any previous projects or work related to your request are highly encouraged to be included. Any prior successful projects or portfolios can increase chances for funding.
6. All planned use of funds must be itemized in detail. This must include the item, vendor and item costs.

Denial of Grants:

7. Once submitted, grant requests will be reviewed by the New Media Society. Denied grants will be accompanied with notes detailed reasons for denial.
8. You may revise and resubmit a grant if it the grant was denied if it does not sufficiently meet the guidelines or policies for approval.
9. Grants denied based on limited funds may not need to be revised but can simply be retained for resubmission if additional funds do become available. Requests will then be reconsidered based on original submission date and older requests denied in this category will be given first priority.
10. Grants may be denied because of limited total funds available to students. We cannot grant all requests.
11. Priority will be given to students that have not already received a grant through the New Media grant program.
12. If any items requested are already in possession of the University for student use and is readily available, that individual item may be denied even if the grant is approved. Definition of the term “readily available” pertaining to equipment, software or other requested items needed but already owned by the University of Maine will be determined by the New Media Society upon grant consideration.

Dispersal of Funds and Ownership of Purchases:

13. Purchases of equipment or services will be paid directly to the vendor. In very limited cases will a check or funds be issued addressed directly to the student or requesting party.
14. All equipment purchases are property of the University of Maine and may be reclaimed by the University at any time. This also includes some intangibles such as software.
15. The University of Maine will not indefinitely pay for subscriptions to any services requested for projects. Subscription related purchases must be pre-purchased by the requester and the request for subscription related funding accompanied by a receipt. Reimbursement can then be provided to the student when proper documentation or receipts are included if a grant is approved. Requesting party is solely responsible for any such subscriptions beyond the funding provided by New Media grants.
16. Final projects or resulting inventions are property of their respective inventors. UMaine does not take ownership or assume any monetary royalties from project results.

Adjustments to Requests:

17. Once a grant is approved, the funding amount will not be increased. Additional funding beyond the original request must be requested by means of a new grant request.
18. You may cancel any request or single itemized entries on your request. Cancellations are final. If you need to request the item again however, it will be treated as additional required funding and you must complete a new request form.

Violation of Policies and Disciplinary Action:

19. Theft of funds or equipment and actions in violation of the policies for New Media Grants will result in cancellation and rejection of all future requests. Other departmental and University of Maine privileges are also subject to being revoked in violation of these terms.
20. While students may make requests for grants as many times as they wish, you may not make a request on behalf of someone else in attempt to circumvent priority given to first time applicants. Attempted circumvention to this policy is subject to all future requests for both parties to be denied.

Prohibited Items and Legal Responsibilities:

21. University funding under no circumstances may not be used for purchasing items prohibited by state or federal law. Funds also may not be used to pay for illegal or illicit services prohibited by law, where applicable.
22. The University of Maine is not responsible nor liable for any injury, death, property damage or any legal obligations made relating to the use of funds dispersed by grants. The signing and receiving grant requester assumes all legal and personal responsibility for damages or legal obligations made by or resulting from projects funded by any University of Maine New Media grant funds.
23. The University of Maine will not purchase items for students if they would be prohibited by law to purchase it on their own under any state or federal law.

By signing this form, you agree that:

- I. You have read and will comply with the policies for requesting grant money from the New Media department of the University of Maine.
- II. You have the right to cancel a grant request at any time before approval or after if funds have not yet been dispersed.
- III. You understand that violation of these policies and misuse of grant money can and may result in disciplinary action.

Name (Print) _____ **Date** _____

Signature _____

*A grant request without a signature is considered an incomplete form

