



## FY25 WPI Women's Impact Network (WIN) Grant Guidelines

The Women's Impact Network (WIN) is a women-led philanthropic organization that funds grants to advance women in STEM at WPI, aligning with WPI's strategic priorities. For the FY25 Impact Grant review cycle, WIN is looking to support the goals of providing a transformative STEM education and an immersive experience centering on wellbeing, belonging, and community.

### Grant Applications

#### Eligibility/General Requirements for Applicants

WIN invites grant proposal applications for projects and initiatives from the WPI community, which meet the following grant criteria:

- Increase and retain the number of women in Science, Technology, Engineering, Mathematics (STEM) fields
- Create a positive difference for women in STEM in the WPI community
- Provide pathways to advance women in the WPI community

Various individuals and groups at WPI are eligible to apply for WIN Impact grants, including:

- Individual undergraduate or graduate students (requires a WPI faculty or staff sponsor)
- IQP, MQP, GQP or other project teams (requires a WPI faculty or staff sponsor)
- Student groups (requires a WPI faculty or staff sponsor)
- Faculty and staff

The projects/initiatives receiving WIN grants can be independent projects, collaborative projects working between multiple disciplines at WPI, new programs, or partial support of an existing program.

Applications must specifically benefit female/female-identifying students, faculty and staff who are in STEM fields and majors at WPI and associated with WPI.

The following types of projects, programs and initiatives are examples of what would be considered for WIN Impact Grant funding. These include but are not limited to:

- Professional development, leadership, and training related programming
- Diversity, inclusion, equity, belonging, and wellbeing supportive programming
- K-12 pipeline activities for Worcester area girls and strategic regional locations

- University partnership supporting projects
- Increasing the availability and inclusivity of STEM related curriculum
- Using AI tools to support the WIN mission
- Networking programs and/or conferences
- Guest speakers who offer dialogue on STEM related women's issues

(For examples of prior WIN Grants, see the WIN Website [here](#))

## **BUDGET**

Application must include a detailed budget for full and partial funding amounts and an impact statement for the partial budget. See next page for a budget summary template.

Eligible expenses include:

1. Materials/Supplies – Capital expenses will not be considered
2. Stipends – Per the Controller's office, stipends are strictly for the reimbursement of expenses and cannot be used as compensation for employment-based services.
3. Wage expenses – Wage expenses are allowed for student workers and non-faculty/staff and should be budgeted separately from stipends and be aligned with current market/department rates for each job. Wage expenses for Faculty/Staff are discouraged. However, faculty applying for justifiable E Term wages must have confirmation that associated fringe costs will be covered by their department and not the WIN funds.
4. Professional Development
5. Conference Fees
6. Honorariums or Transportation/Travel Costs
7. Research Related Costs
8. Food/Facility Costs: Food expenses up to \$15 per person is acceptable. Please provide supporting information.
9. Other Expenses

Please note the following expenses will not be considered:

- WPI Faculty and University Staff Salary
- Personal Technology Devices
- Tuition
- Capital Improvements or Expenses as defined by the WPI Property Manual
  - *Capital Equipment, as defined by WPI, is tangible, non-expendable, personal property having an anticipated useful life of one year or more and having a unit acquisition cost greater than or equal to \$5,000.*

**PLEASE UTILIZE THIS BUDGET TEMPLATE FOR YOUR APPLICATION**

<u>Category</u>	<u>Description</u>	<u>Anticipated Expenses</u>	<u>Requested Amount</u>	<u>Partial Funding Amount</u>
Materials/Supplies				
Stipends				
Wage Expenses				
Professional Development				
Conference Costs				
Honorariums or Transportation/Travel Costs				
Research Related Costs				
Food/Facility Costs				
Other Expenses				
<b>TOTAL EXPENSES</b>				

Please upload detailed spreadsheets of your budget for both full and partial funding. For each category, provide a description of the expenses.

For grant requests \$25,000 and above, partial funding requests of at most 50% of the full funding request should be considered. On your partial funding spreadsheet, please indicate which expenses will be eliminated by partial funding and indicate how an expense will be reduced by partial funding.

A note about renewals: A recurrence of a previously funded project or event is considered a renewal. An applicant representing a previously funded project must submit a WIN Outcome Report on the previous project before being eligible for new funding.

### Award Amounts and Number of Awards

- The number of grants and the size of grants awarded are dependent on total contributions to WIN during the WPI fiscal year July 1 through June 30.
- Suggested grant amounts are between \$1,000 and \$50,000.
- While we anticipate that most grants will have a duration of 1 year or less, grants will be based upon the completion of the project/initiative and can be spent over a period up to two fiscal years.
- If a project’s total budget is greater than the size of the WIN grant, other sources of support must be stated.
- For grants \$25,000 and above, partial funding requests of at most 50% of the full funding request should be considered.
- Stipend requests must be itemized and in line with the definition.
- If the total grant award is not spent, the remainder will be returned to WIN.

### Application Process

The following is a timeline for the WIN application grant process:

Activity	Date
WIN Impact Grant Applications Open	December 2, 2024
WIN Impact Grant Applications Close	January 21, 2025
WIN Impact Committee completes list of finalists for Grant Awards.	March 5, 2025
Notification of Grant Award Recipients	March 7, 2025
WIN Impact Awards Celebration	TBD

- The WIN Grant Application will be posted early in December using the InfoReady grant application platform. **The application deadline is January 21, 2025 at 11:59pm ET.**
- All grant applications must include the name(s) and contact information for all WPI students, faculty and staff participating in the project and/or initiative.
- The WIN Impact Committee will provide grant proposal assistance: Email [WIN@wpi.edu](mailto:WIN@wpi.edu)

### Selection of Award Recipients

- The WIN Impact Committee will review the grant proposal applications and, in consultation with WIN Executive Committee and WIN donors, select the finalists by March 5, 2025
- Applicants will be notified of application status by March 7, 2025
- WIN Grant Announcement will take place in-person or virtually – date TBD. All WIN Impact Grant recipients are expected to attend.

### Grant Progress Tracking

- Grant awards will be monitored and administered by the WIN Impact Committee through the University Advancement liaison, who will check in on a regular basis with grant recipients to verify progress and aid with any issues.
- Award recipients must submit a WIN Project Outcome Report within 30 days of the conclusion of the project/initiative or by June 30th of the following year, whichever comes first. This report should reference how the WIN Grant influenced your project, and include successes, challenges, and a detailed comparative budget report. A WIN Outcome Report will be provided.

### **Expectations for Recipients**

- Grant recipients may be asked to participate in various events showcasing their work
- Grant recipients are expected to track and report data to show impact of project
- All grant monies will be distributed upfront to WIN grant recipients. Transfers will go to the primary awardee's Cost Center with a designee code. Designee codes, traditionally for faculty, will be set up by Finance for staff awardees only.
- All grant recipients are required to sign a grant agreement prior to receiving their grant.