

2025 TU Career Communities Micro-Grant Award

Application Overview Preview

Application Period: June 16 – October 1

Priority Deadline: August 1

- The Career Center will provide fiscal support for TU faculty, staff, and student organization led grant activities that demonstrate innovation, collaboration, and promotion of the Career Communities network.
- Applications will be reviewed in the order in which they are received. Proposals will be accepted and awarded on a rolling basis until funds are exhausted or until the application closing date of October 1, 2025.
- Grant activities must emphasize one or more [essential career-ready skills](#).
- Proposals should clearly align with the key programming priorities of TU Career Communities while focusing on knowledge, experiential learning, and career connections.
- Applicants will be notified of the status of their submission within 14 business days of proposal receipt. Career Center grant committee members will review project proposals during this two-week block.
- Upon notification of approval, grant recipients must immediately schedule a pre-award meeting (virtual or in person) with an appointed Career Center liaisons to review grant acceptance requirements, pre- and post-award checklists and coordinate details of the funding disbursement process.

Award Eligibility

Faculty, staff, and student organization representatives that are committed to intentionally strengthening TU Career Communities and the Center's collective mission and vision are welcome to apply.

Maximum Award: \$500

Key Programming Priorities of TU Career Communities

1. Increase the number and quality of career conversations on campus to help students understand career opportunities
2. Equip students, staff, and faculty with confidence and tools to weave career planning into everyday conversation and help students refine their career pathways
3. Provide tailored career ready skill-building opportunities to learn specific marketable and transferable skills
4. Increase effectiveness of career conversations by connecting academics to industry
5. Facilitate career advice from faculty and employers
6. Foster alumni connections and network with employers

7. Promote jobs and encourage internships related to career goals

Instructions

- Complete all information in the Micro-Grant Electronic Application Form:
 - https://towson.az1.qualtrics.com/jfe/form/SV_e3uqcLdClldqLNc
- Adhere to the text limits as indicated.
- Define any acronyms used in the application.
- Complete and upload the Budget Form within the grant application submission.



Grant Application Form – Preview

- Applicant Name
- TU Email Address
- 10-digit phone number (in this format: 123-456-7890)
- TU Primary Role – Student, Staff, Faculty
- TU Employee/Student ID #
- Applicant Department/Student Organization
- College/Division

- **Is your Dean, Chair, Supervisor, and/or Organization Advisor (for student) currently aware and in support of your grant proposal?**
Note: This is not a requirement for applying. To fully accept this award, grant recipients will need to submit confirmation of program approval by their supervisor or advisor.
 - Yes (specify person's name)
 - No
 - Unsure

- **What Career-Ready Skills will your grant proposal directly address? (mark all that apply)**
Note: Priority will be given to proposals linked to career readiness competencies that have not yet received grant funding at the time of the grant submission and review phase.
 - Career and Self-Development
 - Communication
 - Critical Thinking
 - Equity and Inclusion
 - Leadership
 - Professionalism
 - Teamwork

- Technology
- **What Career Communities will your grant proposal directly strengthen? (mark all that apply)**

Note: Priority will be given to proposals strengthening Career Communities that have not yet received grant funding at the time of the proposal submission and review phase.

 - Business and Economics
 - Exploration
 - Education
 - Financial Well-being
 - Health and Wellness
 - Liberal Arts
 - Media, Arts and Communication
 - STEM - Science, Technology, Engineering and Math
 - Student Employment
- **Program Type. Please read descriptions carefully and select at least one type that best reflects your proposal.**
 - One-time engagement – a single or short-term activity, initiated by proposal applicant; a project that has clear start and end dates
 - Expanded/On-going engagement – an activity that builds on previous informal or formal collaboration with TU Career Center for academic learning, student-led initiatives, and/or industry opportunities
 - Emerging engagement – an activity that will introduce and intentionally connect TU Career Communities with new external relationships, e.g. with individual alum or industry employer
- **Program Title**
- **Program Abstract (2-3 sentence description)**
- **Proposed Program Date, Start and End Times**
- **Proposed Location and Modality (mark all that apply)**
 - In-Person, Off campus (specify site)
 - In-Person, On TU campus (specify building and room)
 - In-Person, On TUNE campus
 - Hybrid – both virtual and in-person
 - Virtual only
 - Unsure – still deciding
- **Expected Number of Attendees**
 - Less than 10
 - 10-15
 - 16-30
 - 31-49
 - 50+

- **Intended Audience Type (mark all that apply)**

Note: For examples of Identity-based groups, click on [Identity-based Resources](#).

- ☐ Prospective/Admitted students
- ☐ Class roster of students (specify course # and name)
- ☐ Year 1 students
- ☐ Year 2 students
- ☐ Year 3 students
- ☐ Year 4 students
- ☐ Transfer students
- ☐ Graduate students
- ☐ [Identity-based groups](#) (specify)
- ☐ Staff
- ☐ Faculty
- ☐ Alumni

- **Program Planning Status**

- ☐ Initial planning - currently in the design stage of the project
- ☐ Partial planning – currently only 1 or 2 key details are confirmed
- ☐ Final planning – currently most details have been finalized, e.g. date and space

- **Are you currently collaborating with TU Career Center staff on this activity?**

Note: This is not a requirement for applying. To fully accept this award, grant recipients will be assigned a Career Center liaison as resource support.

- ☐ Yes (specify staff name)
- ☐ No
- ☐ Unsure

- **Are you receiving additional funding from external or campus resources for this proposed project (e.g., department, student activities fund, etc.)?**

- ☐ Yes - specify contribution amount and source
- ☐ No
- ☐ Unsure

- **Total Amount Requested (\$).** Note: This should match Budget Form.

- **Are you able to implement the project with partial funding?**

- ☐ Definitely yes
- ☐ Probably yes
- ☐ Probably not
- ☐ Definitely not

Proposal Narrative. Please be concise and adhere to the required word limits as indicated.

1. **Purpose and Goals** – Describe the grant opportunity and its significance. How will the activity directly strengthen TU's Career Communities, if awarded? What is the primary purpose and key goals of the proposed activity? (100 words max)
2. **Approach and Timeline** – Describe how your project is distinct from existing career-related activities. What specific steps you will take to carry out the project? When will you utilize the funds? Highlight all important dates (preferred and alternates) and include a projected timeline for completing grant activities and deliverables. (100 words max)
3. **Milestones and Outcomes** – Describe how you will track milestones and map the progress of how well the activity achieves its goals. What are the outcomes you desire when the grant activity is completed? How will you measure success? (100 words max)
4. **Impact and Beneficiaries** – Describe the key audience of the program. Highlight the estimated number of participants who will benefit. How might this activity continue to strengthen Career Communities after the grant period? What steps are being (or could be) taken to address career accessibility, equity, and mobility of the program? (100 words max)
5. **Promotion Plan** – Provide a brief outline of how you will market and promote this activity to reach to the intended audience and meet the expected number of attendees. Grantees must agree to communicate in all marketing and reporting materials and at the program site: "This Career Communities Program is made possible by the support of the TU Career Center." (50 words)
6. **Budget Considerations – Complete and upload your form.**
 - Link to the budget template on the website
 - If you indicated that this proposed activity would receive additional funding from external or campus resources, please include details in the budget spreadsheet.
 - **Note:** Proposal requests must not exceed \$500. Funding requests ranging from \$100 to \$500 are welcome. Partial funding for grant activities will also be considered by the grant review committee.
7. **Optional. List names, email addresses, and roles of any external collaborators who are involved with the planning and implementation of the proposed grant activity.**
8. **Optional. Share any additional information** you would like the grant review committee to consider. (open text)