UVA Parents Program Grants
Terms and Conditions

General Requirements:

Any University of Virginia student, organization, or department that provides services, programs or projects to UVA undergraduate students is eligible to apply for a Parents Program Grant.

Parents Program Grant applications and budgets must be submitted through the online Grants Portal. Applications submitted through any other avenue will not be considered.

Allowable Expenses:

UVA Parents Program Grants may be used for on-Grounds activities that enhance the student experience. Grant funding may NOT be used for:

- Off-Grounds activities*
- Honoraria
- Student travel and lodging*
- Prizes and awards (including, but not limited to gift cards and trophies)
- T-shirts
- Alcohol

*Except in extraordinary circumstances, or for groups that traditionally operate off grounds (ex: Athletic groups participating in away activities or using facilities that require off-grounds use.) Exceptions have been made, for example, for travel to club sports tournaments at the national level.

Recognition for the Parents Program

If your UVA Parents Program grant is approved, you are expected to recognize the UVA Parents Program's support wherever possible. **We are no longer called the Parents Fund.**

- Please tag us in social media posts about your event or project with #UVAParentsProgram.
- Check out a banner in advance, display it at your event, and include it in a photo op with your team or group. Banners are 2 feet tall and 4 feet wide, white vinyl with gromets in the corners. You can use the gromets to hang the banner, but we do not provide materials for hanging.
- Make an announcement at your event if appropriate.
- Include a slide with our logo if you are displaying a presentation.
- If you are handing out printed programs or flyers, including our logo
- Add our logo to website pages that acknowledge your sponsors.

Failure to adequately recognize the Parents Program's support could jeopardize your organization's ability to receive future funding.

The UVA Parents Program banners are available at our office at 2420 Old Ivy Road. Please email Marcy Sheldon (marcy.sheldon@virginia.edu) to check one out and arrange for pickup. Banners must be returned before funds will be disbursed.

Grant Reports

Grant recipients are expected to submit a one to two-page report, with, pictures to the Parents Program within one month of a project's completion, along with ALL reimbursement materials. Reports may be a PDF or a Word Document.

Reports should include:

- A full, detailed description of your event. Include links to sites and online videos when possible.
- How your organization used the funding from your grant and a description of the impact.
- How the **UVA Parents Program** was recognized for supporting your project. (NOT the Parents Fund)
- A link to a folder with photos from your event. If you posted photos on social media, please share the originals with us. Screenshots don't translate as high quality in our publications to parents.
- A link to a Thank You video that we can share with our Parents Council members. The video should be 1-2 minutes long and include the information above from bullets 1,2 and 3.

All groups receiving grant funding in 2023-24 MUST submit a Grant report in order for future grant applications to be considered.

Disbursement of Funds: Reimbursements

UVA Parents Program Grant accounts are maintained by the UVaFund at Alumni Hall.

Grants primarily operate on a reimbursement basis. We prefer one request overall but recognize that groups hosting multiple events or projects within their grant over the academic year or season may need to submit multiple disbursement requests.

Reimbursements usually take 7-10 days to process from the time materials are received. We prefer to reimburse you through bank transfer to an outside bank or to a UVA Fund account. We can also provide a check if that is necessary. See the Grant Funds Instructions page for more information.

Disbursement of Funds: Invoice Payments

You may request to use your grant to pay an invoice (or bill) if your organization does not have cash available to pay for an expense upfront. These requests must be sent to Marcy Sheldon (marcy.sheldon@virginia.edu) at least two weeks before payments are due. See the Grant Funds Instructions page for more information.

Reimbursements and invoice payments will only be issued for items and purposes stated in your original budget. No substitutions or modifications can be made without prior written consent from

Marcy Sheldon or Courtney Bibb at least two weeks in advance of when you intend to make any modified expenses.

Grant Use Deadline

Reimbursement requests for each academic year must be received before June 30th of the following year, along with a grant report specifying the outcome of your project, unless special arrangements are made with the UVA Parents Program prior to that date. Reimbursement requests received after June 30th of the following year will be denied, unless special arrangements have been made in advance. Any funds remaining in grant accounts at that time will be reallocated during the following year's grant cycle.