

# Janet Neff Sample Center *for Manners & Civility*



## **Grant Opportunity**

The Janet Neff Sample Center for Manners and Civility invites faculty, staff and student organizations to apply for grants for civility-related programs to be offered at Penn State Behrend and for civility-related research conducted by Penn State Behrend faculty.

The Janet Neff Sample Center for Manners and Civility was founded in 2002 through the generosity of local publisher, George Sample. Since its inception, the Center has sponsored a variety of academic, service, research and outreach programs. Recent activities supported by the Center include: training for elementary and secondary teachers teaching civility in the classroom; a speaking competition focused on civility in a broad array of contexts; youth summits for high school students to promote violence reduction and civility; dinners to teach etiquette in a number of business settings; an award for the member of the Behrend community who best exemplifies civility virtues; an after-school civic enrichment program for students in grade 6 through 12.

The Center's Steering Committee will be accepting applications from any college groups or individuals seeking financial support for such civility-related efforts. Awards up to \$1000 will be available on an annual basis. Larger grants will be considered given justifying documentation. Grantees will be determined by a review of all applications by the Steering Committee in the spring of each year.

Applications for the 2024-2025 academic year must be received by April 26, 2024, and should be directed to William D. McLean in The School of Humanities and Social Sciences. Successful applicants will be required to submit a written summary at the completion of each project.

Additional information (including a grant application form) can be found at our website: <https://behrend.psu.edu/samplecenter>

## Application Form

This application form should be accompanied by a cover letter explaining the goals and objectives of your program or research. Please specify how those goals are compatible with the Center's mission *"to foster a civility-enriched academic experience within the Penn State Behrend community."*

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Program/Research Project Title: \_\_\_\_\_

Department/Individual Proposing Program or Project: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Approximate Date(s) Planned: \_\_\_\_\_

## **Description of Program or Project**

Description of program or project: Please be specific about the program or project's intended results, number of students/faculty/staff likely to be involved, and the activities involved, if applicable. If this is a research proposal, please state the research question.

A. Plan for promoting the program or applying the research:

B. Plan for evaluating the program/research project upon completion:

C. Have you applied for or received funding for this project through any other source? If so, please explain.

# Budget

Please provide any information below that is relevant to your grant request.

Please provide specific vendor quotes in each of the appropriate categories below. All specific quotes must be accompanied by a copy of the vendor's statement.

Conference Fees: \_\_\_\_\_ Conference Name: \_\_\_\_\_

Transportation: \_\_\_\_\_ Destination: \_\_\_\_\_

Invited Speaker Fees: \_\_\_\_\_

Equipment Costs: \_\_\_\_\_

Vendor: \_\_\_\_\_

Food: \_\_\_\_\_

Vendor: \_\_\_\_\_

Printing/Publicity Costs: \_\_\_\_\_

Vendor: \_\_\_\_\_

Set-up/tear-down costs: \_\_\_\_\_

Other Costs: \_\_\_\_\_

Explanation \_\_\_\_\_

Total Grant Request: \_\_\_\_\_

## For Committee Use Only:

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Approved: \_\_\_\_\_ Amount Funded: \_\_\_\_\_

Denied: \_\_\_\_\_ Reason: \_\_\_\_\_