



RESEARCH GRANT PROGRAM FY2010 APPLICATION GUIDELINES

The Club Foundation • 1733 King Street • Alexandria, VA 22314

Proposal Instructions

In order to be considered complete, all Research Grant requests to The Club Foundation must include the following items and adhere completely with the directions outlined below. Applications must be submitted no later than **May 1, 2010**. The application, narrative and other required attachments must be typed using 12-point font and one-inch margins.

Awards

There is a total of \$2,500 in available funding. The Club Foundation typically awards two to four grants.

A complete application includes the following items:

1. Application

2. Narrative: Narrative descriptions are limited to ten double-spaced pages, using 12-point font and one-inch margins. Applicants should keep in mind the criteria (listed below) used to evaluate proposals. Provide a detailed project description consisting of the following sections:

- *Substance and context*

Provide a clear and concise explanation stating the importance of the proposed research and its significance to the club management industry. Applicants should describe the scope of the research, source materials, and major issues to be addressed. Also include information regarding what type of research has been done to date.

- *Staff*

Identify the project director and collaborators, describing their responsibilities and stating their qualifications for their assignments. A curriculum vitae or resume for each principal collaborator (maximum of two pages each) should be included in an appendix.

- *Methods*

Explain and justify the project's methods.

- Explain how central research questions will be approached and how any potential difficulties in working with primary source materials will be resolved.
- Applicants proposing field work should discuss the appropriateness of the methodology, including a clear, explicit discussion of the links between the project's interpretive questions and the data and the methods of collection and analysis.

- *Final Product and Dissemination*

Describe publication plans and provide, if possible, an outline of the publication. Any pertinent correspondence with a publisher, such as letter of interest, should be included in the appendix. Applicants are encouraged to disseminate their work by electronic means. They should discuss the form chosen for the final product (printed articles for books, microform, electronic media, or some combination) and the rationale for the choice. If the project involves materials under copyright, the applicant should indicate what has been done to secure the necessary permission to publish.

3. **Project Budget Narrative:** How will this grant facilitate your research? A statement must be included which says “funds will be used for the requested purpose and that an accounting will be furnished within eight months after receipt of grant.”
 4. **Appendices:** Use to provide essential supplementary materials. Include a brief resume (two-page maximum) for each participant. Descriptive material from preliminary work or previous periods of support may be included, but should be limited to essential information.
-

Reporting Requirements

- A. Eight months after receiving the award, researchers must submit a final report on their project.
 - B. The final report should include a detailed description of the expenditure of the funds, a short (one page or less) description of the research results, a copy of the finished project, and other summary of activities as applicable, as well as continued access to the research data.
 - C. If a paper has resulted from the research, researchers are asked to include the following text in their acknowledgements:

“This research was supported in part by The Club Foundation’s Grant Research Program.”
 - D. A copy of a preprint for submitted, accepted or published articles should also be included with the final report.
-

Evaluation Guidelines: The Club Foundation Allocation Committee (CFAC) will review all proposals using the following criteria:

- A. **Problem Conceptualization:** Each proposal should make explicit the author’s reasons for considering the problem to be significant to the club management industry.
- B. **Research Technique:** Are the design, method and proposed analysis of results the most appropriate for solving the problem to be investigated?

- C. Contribution to the Field:** How will the proposed research fit into the existing body of research? Are new hypotheses being advanced or old results being replicated? Will the research effort continue past this single grant? Is there a dissemination plan?
- D. Clarity and Thoroughness:** How well does the proposal present the intended project?
- E. Project Budget:** Is the budget well thought out and tied to the proposed research? Does it include items (overhead and benefits) that are not allowable under the program?

FY2010 Grant Application for Research in the Club Management Industry

Applicant Information

Name of Applicant and Title

Institution/Company

Address

City

State

Zip Code

Telephone

Fax

E-mail

Number of years in current position

Request/Project Description

Amount requested

Period grant will cover

Project Title

Total Project Budget

Type of request

Summary of the project or grant request (two or three sentences):

I, the undersigned, certify that the statements in this application are true and complete to the best of my knowledge and accept, if a grant is awarded, the obligation to comply with terms and conditions in effect at the time of the award.

Applicant's Signature

Date

Project Budget Narrative

Please attach a separate narrative detailing the budgeted expenditures for each of the areas listed below. Please include the statement ***“funds will be used only for the purposes as requested.”***

<u>Budget Area</u>	<u>Amount Budgeted</u>
Personnel	\$
Supplies/Equipment	\$
Travel	\$
Other	\$
Grand Total	\$

Checklist

Please complete and return this form with the grant application.

- Signed Application
- Narrative
- Project Budget Narrative
- Appendices