

MT. CUBA ASTRONOMICAL FOUNDATION
P. O. Box 4556, Greenville, Delaware 19807

Grant Application Guidelines

Application Timing: MCAF will accept and acknowledge receipt of completed Grant Applications in any month of the year. Each application will be considered as soon as practicable, generally within eight to ten weeks. We will advise each applicant promptly of the status of his or her request. If an application is received or funds requested are near to the end of a calendar year, some funding may be deferred into the following calendar year, applicant being notified. Completed Applications, with all attachments, are to be **mailed in five (5) hard-copy sets** to the Mt. Cuba Astronomical Foundation at the address shown above. Please ensure that your carrier will deliver to a P.O. Box. Please also send an electronic copy of your application to the MCAF Grant Administrator at the email address below.

Eligible Expenditures: Grant proceeds may be used to acquire astronomical equipment, computer hardware or software, and involvement of computer personnel and technical assistants deemed essential to the conduct of the planned research. Also acceptable are costs of relocating scientific equipment to or travel to conduct research at another research site. Grants, in general, **will not** be provided to fund equipment for teaching, publication costs, travel to attend meetings, or to cover strictly administrative costs or overhead allocated to the project by functions either outside the immediate department or from within the department but unrelated to the project.

Limitations: If use of equipment other than that in the original proposal is involved, approval from that facility must be obtained in writing before the funds will be granted. If possible, the situation should be set forth in the original proposal. We fund tax-exempt organizations. Please provide us with 501(c)(3) or other certification demonstrating your tax-exempt status.

Completed Grant Applications – Format

1. Cover page (one page): Should contain the following information:
 - a. Project Title (use recognizable key words).
 - b. Total amount requested.
 - c. Date of Submission.
 - d. Institution affiliation of Principal Investigator.
 - e. Proposer's name, phone number, email, and postal address.
 - f. Summary Statement of the Project and expected results, and the importance of the Project to the scientific community (approximately 200 words).
 - g. A statement that funds will be used for the requested purpose, and that an accounting will be furnished to the Mt. Cuba Astronomical Foundation within eight months after receipt of the Grant, along with a brief progress report.
 - h. Signature of the Principal Investigator and his or her immediate superior. (Superior's signature indicates an awareness of the proposal and does not constitute an official endorsement from the institution).
2. Project Description (two pages):
 - a. Include a broad statement explaining why your project is important and how the results will advance our knowledge of astronomy, astrophysics, or related areas. Please note, the committee judging your proposal will not necessarily be familiar with the details of your area of research.
 - b. Project justification.
 - c. What the expected results will be.
3. Budget Page (one page):
 - a. List proposed expenditures [identify direct and indirect charges imposed by your institution]. Discuss possible funding help from other sources, and efforts to obtain such. (Please obtain receipts from vendors for major expenditures, retain receipts and file as part of the Project).
4. Curriculum Vitae (two pages):
 - a. Provide curriculum vitae, including most recent relevant publications. Abstracts of no more than four relevant pages may also be included. A short description of the applicant's position in the institution will be helpful, noting any special circumstances, e.g., a recent change of jobs.

Grant Conditions: In submitting an application, the Principal Investigator and his or her institution agree that if the request is granted, the following conditions will be adhered to: The granted funds will be used only in the manner described in the application. Equipment purchased with the grant will remain with the project for which it was purchased. If the Investigator leaves, terminates the project, or no longer needs that particular equipment, he or she must advise MCAF of the circumstances, with recommendations. MCAF may consent, provided that written assurance is given by responsible persons that the equipment will continue in use for its useful life. In the event of a major change in direction of an approved project, MCAF should be advised by the Principal Investigator, inasmuch as changes in the funding may be appropriate. A report must be submitted at project termination, by a written communication describing the particular benefits made possible by the Grant, together with an accounting of expenditures made. Acknowledgements of the Mt. Cuba Astronomical Foundation Grant, summarizing the project, should appear in the customary note at the end of the final paper or report.

Questions welcome: email MCAF Grant Administrator at jlang.MCAF@comcast.net or write to the address above.