Guidelines for Accessing Funds from the University of Georgia-Croatia Program Support Fund

Background and Purpose

This document contains guidelines for accessing funds from the University of Georgia - Croatia Program Support Fund (the Fund). The Fund is an endowment established by Sarah Mae and Lawrence V. Phillips administered by the UGA Office of International Education. The overall purpose of the Fund is to support programs that develop and sustain relationships between the University of Georgia and Croatia. Programs supported by the Fund should be designed to promote greater cross-cultural, social and historical understanding of Croatia on the part of University faculty, students and administrators, and to enhance the awareness of the University of Georgia and its programs among Croatians.

Use of Program Funds

The Fund is to primarily, but not exclusively, provide support to the UGA Croatia study abroad program. If for any reason unspent and uncommitted balances remain in the annual budget, the Fund may be used to support student, faculty and other outreach initiatives in Croatia that are sponsored by the University and presented to the Associate Provost for International Education for approval.

Proposals must be submitted to the Associate Provost at least 60 days prior to the anticipated start date of activities. Funds will be distributed based on the availability or estimated availability of endowment earnings during that fiscal year less funds committed for the UGA Croatia study abroad program, as required by the Fund endowment documents.

Proposals

Applications should consist of:

1. **Short Summary of the Activity or Project (no more than one page):**

   The narrative should include a brief overview of the activity/project, describing the activities to be carried out and outcomes to be achieved. Please describe how the activities will engage partners in Croatia and further University of Georgia-Croatia relationships and describe the anticipated objectives and outcomes, both short-term and long-term.

2. **Budget:**

   Applicants should include a detailed, itemized budget for how funds will be used. Matching funds and additional support for the project-should be listed.

Roles and Responsibilities

Fund recipients shall submit to the Office of International Education a report of activities supported by the Fund. The report will outline activities and work performed, summarize significant accomplishments, and describe how specific Fund goals were met. Fund recipients must submit original invoices and documentation in keeping with UGA guidelines and procedures.
Applicants are strongly encouraged to submit proposals electronically. Proposals should be submitted to the following for routing:

Noel Fallows  
Associate Provost  
Office of Global Engagement  
The University of Georgia  
1324 S. Lumpkin Street  
Athens, GA 30602  
nfallows@uga.edu