

Fall 2026 TU Career Communities Micro-Grant Award Application Instructions

Full Application Period: August 10 – December 1

Fall Deadline + Spring Priority Deadline: September 30
Spring Deadline: December 1

- The Career Center will provide fiscal support for TU faculty and staff led grant activities that demonstrate innovation, collaboration, and promotion of the Career Communities network.
- Applications will be reviewed in the order in which they are received. Proposals will be accepted and awarded on a rolling basis until funds are exhausted or until the application closing date.
- Grant activities must spotlight one or two essential Career Ready Skills
- Proposals should clearly align with the Career Communities strategic priorities that focus on knowledge, experiential learning, and career connections.
- Individuals who submit complete applications will be notified of the receipt of their submission. Career Center staff committee members will review proposals during this two-week block.
- Upon notification of approval, grant recipients must immediately schedule a pre-award meeting (virtual or in person) with an appointed Career Center liaisons to review grant acceptance requirements, pre- and post-award checklists and coordinate details of the funding disbursement process.

Award Eligibility

Faculty and staff members that are committed to intentionally strengthening TU Career Communities and advancing the Career Center's collective mission, vision, and guiding principles are welcome to apply.

Maximum Award: \$500

Strategic Priorities of TU Career Communities

1. Explore career options and design a plan for their career mobility
2. Engage in hands-on activities that complement desired career path
3. Gain skills needed to accomplish the work they will do in their initial chosen career path
4. Build relationships with alumni/employers/community who work in fields of interest, provide advice & opportunities
5. Know how to articulate their skills and launch an effective job/internship search campaign in their career domain

Instructions

- Complete all information in the Micro-Grant Electronic Application Form:

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https://towson.az1.qualtrics.com/jfe/form/SV_e5LbNPTpvraBhBk

- Adhere to the text limits as indicated.
- Define any acronyms used in the application.
- Complete and upload the Budget Form within the grant application submission.



GRANT APPLICATION FORM – PREVIEW

- Applicant Name
- TU Email Address
- TU Primary Role – Staff and Faculty
- TU Employee ID #
- Department
- College/Division

- **Is your Dean, Chair and/or Supervisor currently aware and in support of your grant proposal?**
Note: This is not a requirement for applying. To fully accept this award, grant recipients will need to submit confirmation of program approval by their supervisor.
 - Yes (specify person's name)
 - No

- **What Career-Ready Skills will your grant proposal directly address? (Mark 2 only)**
Note: Priority will be given to proposals linked to career readiness competencies that have not yet received grant funding at the time of the grant submission and review phase.
 - Career and Self-Development
 - Communication
 - Critical Thinking
 - Equity and Inclusion
 - Leadership
 - Professionalism
 - Teamwork
 - Technology

- **What Career Communities will your grant proposal directly strengthen? (Mark 2 only)**
Note: Priority will be given to proposals strengthening Career Communities that have not yet received grant funding at the time of the proposal submission and review phase.
 - Business and Economics

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- Exploration
 - Education
 - Financial Well-being
 - Health and Wellness
 - Liberal Arts
 - Media, Arts and Communication
 - STEM - Science, Technology, Engineering and Math
 - Student Employment
- **What Strategic Priorities will your grant proposal directly strengthen? (Mark 2 only)**
 - Explore career options and design a plan for their career mobility
 - Engage in hands-on activities that complement desired career path
 - Gain skills needed to accomplish the work they will do in their initial chosen career path
 - Build relationships with alumni/employers/community who work in fields of interest, provide advice & opportunities
 - Know how to articulate their skills and launch an effective job/internship search campaign in their career domain
 - **Program Type. Please read descriptions carefully and select at least one type that best reflects your proposal.**
 - Emerging engagement – an activity that will introduce and intentionally connect TU Career Communities with new external relationships, e.g. with individual alum or industry employer
 - On-going engagement – an activity that builds on previous informal or formal collaboration with TU Career Center for academic learning, student-led initiatives, and/or industry opportunities
 - One-time engagement – a single or short-term activity, initiated by proposal applicant; a project that has clear start and end dates

- **Program Title**
- **Program Abstract (2-3 sentence description)**
- **Proposed Program Date, Start and End Times**
- **Proposed Location and Modality (mark all that apply)**
 - In-Person, Off campus (specify site)
 - In-Person, On TU campus (specify building and room)
 - In-Person, On TUNE campus
 - Hybrid – both virtual and in-person
 - Virtual only
 - Unsure – still deciding

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- **Expected Number of Attendees**

- ☐ Less than 10
- ☐ 10-15
- ☐ 16-30
- ☐ 31-49
- ☐ 50+

- **Intended Audience (mark all that apply)**

Note: For examples of Identity-based groups, click on [Identity-based Resources](#).

- ☐ Prospective/Admitted students
- ☐ Class roster of students (specify course # and name)
- ☐ Year 1 students
- ☐ Year 2 students
- ☐ Year 3 students
- ☐ Year 4 students
- ☐ Transfer students
- ☐ Graduate students
- ☐ [Identity-based groups](#) (specify)
- ☐ Staff
- ☐ Faculty
- ☐ Alumni

- **Program Planning Status**

- ☐ Final phase – Most details have been finalized, e.g. date and space
- ☐ Partial phase – Currently only 1 or 2 key details are confirmed
- ☐ Initial phase - Currently in the design stage

- **Are you currently collaborating with TU Career Center staff on this activity?**

Note: This is not a requirement for applying. To fully accept this award, grant recipients will be assigned Career Center liaisons as resource support.

- ☐ Yes (specify staff name)
- ☐ No

- **Are you receiving additional funding from external and/or campus resources for this proposed program activity (e.g., department, student activities fund, etc.)?**

- ☐ Yes - specify contribution amount and source
- ☐ No

- **Are you able to implement the project with partial funding?**

- ☐ Definitely yes
- ☐ Probably yes
- ☐ Probably not
- ☐ Definitely not

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Total Amount Requested (\$). Note: This should match Budget Form.

Proposal Narrative. Please be concise and adhere to the required word limits as indicated.

1. **Purpose and Goals** – Describe the grant opportunity and its significance. How will the activity directly strengthen the strategic priorities of TU’s Career Communities, if awarded? What is the primary purpose and 2 or 3 goals of the activity? (100 words max)
2. **Approach and Timeline** – Describe how your proposal is distinct from existing career-related activities. What specific steps you will take to carry out the project? When will you utilize the funds? Highlight all important dates (preferred and alternates) and include a project timeline for completing grant activities and deliverables. (100 words max)
3. **Expected Outcomes** – Describe how you map the progress of how well the activity achieves its goals. What are the outcomes you desire when the grant activity is completed? How will you measure success? (100 words max)
4. **Impact and Beneficiaries** – Describe the key audience of the program. Highlight the estimated number of participants who will benefit. How might this activity continue to strengthen Career Communities after the grant period? What steps are being (or could be) taken to address career accessibility, equity, and mobility of the program? (100 words max)
5. **External Collaborators** - List names, email addresses, and roles of any external collaborators who are involved with the planning and implementation of the proposed grant activity.
6. **Promotion Plan** – Provide a brief outline of how you will market and promote this activity to reach to the intended audience and meet the expected number of attendees. Grantees must agree to communicate in all marketing and reporting materials and at the program site: "This Career Communities Initiative is made possible by the support of the TU Career Center."
7. **Budget Considerations – Complete and upload your form.**
 - Use the budget template on the website
 - If you indicated that this proposed activity would receive additional funding from external or campus resources, please include details in the budget spreadsheet.
 - **Note:** Proposal requests must not exceed \$500. Funding requests ranging from \$100 to \$500 are welcome. Partial funding for grant activities will also be considered by the grant review committee.

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8. **Optional. Share any additional information** you would like the grant review committee to consider. (open text)