APPLICANT INSTRUCTIONS FOR THE DINGMAN CENTER’S E-FUND

General Program Information:

● To be eligible to apply for the seed funding, students must be referred by one of the following organizations:
  ○ Dingman Center for Entrepreneurship
  ○ Academy for Innovation and Entrepreneurship
  ○ Mtech (Startup Shell)
  ○ Center for Social Value Creation
  ○ Center for Philanthropy and Non-Profit Leadership
  ○ Hinman CEOs
  ○ Entrepreneurship & Innovation Program (EIP)
  ○ Hillman Entrepreneurship Program

● Students may apply for up to a maximum of $1000 in seed funding. Students may apply for multiple smaller awards or for a single $100 award. Total funding that each student/business entity may receive from the program is capped at $1000.

● The activities/milestones for which you are requesting funding should be able to be completed in 3 months or less. If the activities are expected to exceed the three month timeline, applicants should submit additional proposals to cover the additional work.

● Program is open to currently enrolled degree-seeking undergraduate and graduate students. To be eligible for funding, students must be enrolled for a minimum of 3 credits during the semester in which funding is requested.

● Funding may be used for materials, supplies or services. Funding cannot be used to pay for employee/student salaries.

Application Instructions
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• To apply for the funding, applicants should complete the application form on the Dingman Center’s webpage, found here.

• Instructions for completing the Dingman Center’s E-Fund application form:
  o Proposal Information
    ▪ Provide a description of the business or idea. Provide sufficient detail that a reviewer can understand the problem and why it is a problem. Technical terminology should be minimized in the problem statement.
    ▪ Describe in detail the project that you would like to accomplish with the seed funding. The description should include the major activities to be conducted with the funding and a timeline for conducting them.

  o Financial Information
    ▪ List the total amount of funding that you are requesting in the current submission.
    ▪ Provide a budget for the project. The total dollar amount listed in the project budget should equal the dollar amount that you are requesting.

Awarding of Funding

• Students will be notified if their project is funded within 2 weeks of submission.
• For awards exceeding $500 dollars the Dingman Center staff may require a preliminary meeting prior to the awarding of funds.

• For funded projects:
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- Incorporated businesses will be required to complete a W-9 form before funding is awarded. Funding will be awarded directly to the business within 6-8 weeks of receiving the completed W-9. Businesses should retain copies of receipts for all items/services purchased using the funds as they will be required to submit them at the end of the award period.

- Students who have not incorporated their businesses will meet with AIE to determine the next steps in procuring the required materials/supplies/services

Funding Closeout

At the completion of the funding period, awardees will be required to provide documentation of the activities completed with the funding and a summary of how the funds were spent.

Recipients of the E-fund should be prepared to report to the Dingman Team on usage of funds.

Upon receipt of the funds the venture will be required to set a follow-up meeting with the Dingman Staff within 3 months.