



**Keramos**  
NATIONAL PROFESSIONAL CERAMIC ENGINEERING  
FRATERNITY  
Established 1902

**CERAMIC AND GLASS INDUSTRY**  
FOUNDATION

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## KERAMOS - CERAMIC AND GLASS INDUSTRY FOUNDATION

### Grant Proposal and Reporting Process

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#### SCOPE

This document describes the process for Keramos chapters to apply for Ceramic and Glass Industry Foundation (CGIF) grants under the Memorandum of Understanding (MOU) executed on October 16, 2017, which covers up to \$1500 per year per Keramos chapter. Keramos chapters are eligible to pursue larger grant amounts via the general competitive CGIF grant process instead of taking advantage of this MOU, but chapters are **strongly encouraged** to discuss such plans with the Keramos national board prior to submission. The general process is different from the Keramos-focused process described below and is more competitive since it is open to any entity requesting CGIF funds worldwide.

#### MISSION

The Ceramic and Glass Industry Foundation was created to attract, inspire, and train the next generation of ceramic and glass professionals. The CGIF's mission is to help the industry attract and train the highest quality talent available to work with engineered systems and products that utilize ceramic and glass materials.

Keramos is a national professional ceramic engineering fraternity, organized to promote and emphasize scholarship and character in the thoughts of students in ceramics, to stimulate mental development, and to promote interest in the professional aspects of ceramic engineering, technology, and science.

The CGIF and Keramos have partnered to promote interest in ceramic and glass engineering, technology, and science. By working together, both organizations will more effectively support projects and activities to introduce young people to ceramic and glass.

#### PROCESS

The grant proposal and reporting process is meant to provide adequate structure to ensure quality proposals and reporting accuracy for grant funds utilized by Keramos chapters. Please pay attention to deadlines and procedures for modifications if the chapter cannot spend the funding exactly as outlined in the grant proposal (highlighted text). Proposal and reporting templates are provided in this document to standardize and simplify proposals and reporting. For any questions regarding this process, please contact the Keramos representative below.



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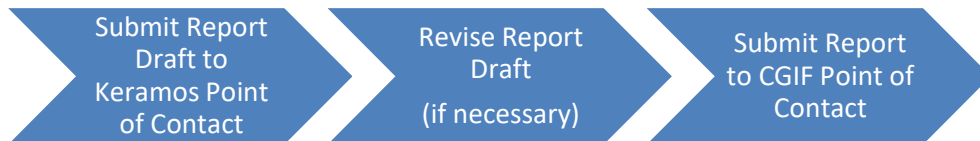


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|---|---|--|---|
| <ul style="list-style-type: none"> <li>• Use 'Call for Proposals' template in this document</li> <li>• Drafts due March 1<sup>st</sup> each calendar year.</li> </ul> | <ul style="list-style-type: none"> <li>• See Keramos Board point of contact (below)</li> <li>• Keramos Board will review grant proposals &amp; provide feedback to chapter</li> </ul> | <ul style="list-style-type: none"> <li>• Chapter will revise proposal based on Keramos Board feedback</li> </ul> | <ul style="list-style-type: none"> <li>• Chapter submits final grant proposal to CGIF contact (below)</li> <li>• Final proposals due April 1<sup>st</sup> each calendar year</li> </ul> |
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| <ul style="list-style-type: none"> <li>• CGIF informs Keramos Board of grant approvals following the spring CGIF board meeting each calendar year.</li> <li>• Keramos Board notifies chapters immediately</li> </ul> | <ul style="list-style-type: none"> <li>• CGIF distributes funds to Keramos Board.</li> <li>• Keramos Board distributes funds to chapters by September 1<sup>st</sup> each calendar year.</li> </ul> | <ul style="list-style-type: none"> <li>• If changes in circumstances preclude the use of the funds exactly as described in the approved grant proposal, contact the Keramos Board immediately to discuss possible modifications.</li> </ul> | <ul style="list-style-type: none"> <li>• Chapter prepares draft report using template in this document.</li> <li>• Drafts due March 1<sup>st</sup> each calendar year.</li> </ul> |
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**\*NOTE: SPENDING CGIF FUNDS IN A MANNER THAT DEVIATES FROM AN APPROVED GRANT PROPOSAL MAY JEOPARDIZE FUTURE FUNDS TO THE CHAPTER AND COULD REQUIRE REPAYMENT OF SAID FUNDS**



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| <ul style="list-style-type: none"> <li>• See Keramos Board point of contact (below)</li> <li>• Keramos Board will review draft report &amp; provide feedback to chapter</li> </ul> | <ul style="list-style-type: none"> <li>• Chapter will revise proposal based on Keramos Board feedback</li> </ul> | <ul style="list-style-type: none"> <li>• Chapter submits final report to CGIF contact (below)</li> <li>• Final report due April 1<sup>st</sup> each calendar year</li> </ul> |
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## IMPORTANT POINTS OF CONTACT

<b>KERAMOS</b> Vice President, Keramos Board of Directors Elliott Sievers Hypersonics Materials Engineer, Staff Lockheed Martin-Space Elliott.Sievers@lmco.com	<b>CERAMIC AND GLASS INDUSTRY FOUNDATION</b> Belinda A. Raines, MTS Outreach Manager The American Ceramic Society The Ceramic and Glass Industry Foundation 550 Polaris Parkway, Suite 510 Westerville, OH 43082 Direct: 614-794-5825 Fax: 614-794-5888 <a href="http://ceramics.org">http://ceramics.org</a> <a href="http://foundation.ceramics.org">http://foundation.ceramics.org</a>
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## TEMPLATES

What follows are two templates to assist in the proposal process as described above:

1. Keramos Call for Proposal – To be used by Keramos chapters to apply for CGIF grants.
2. Keramos Chapter Reporting Form – To be used by Keramos chapters to report how CGIF grant funding was used.



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## KERAMOS CALL FOR PROPOSALS

**Proposal Deadline: April 1 · Funding Available for Grants: up to \$1500 per Calendar Year**

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### REQUESTING FINANCIAL SUPPORT

The CGIF will provide funding of up to \$1,500 per calendar year to each university-based Keramos chapter whose proposal is approved to perform outreach activities on campus and to the broader community. **Such projects must be directly related to introducing students to ceramic and glass science.** By default, the CGIF will also make its popular Materials Science Classroom Kit available to each Keramos chapter that is granted funding each calendar year.

If your proposal includes the use of the CGIF's Materials Science Classroom Kit, please indicate the number of kits being requested and DO NOT include the cost of the kits in your monetary request.

Applications for financial support must be made using the attached application; other informal requests will not be considered.

### CRITERIA FOR EVALUATION and SELECTION FOR FUNDING SUPPORT

Completed applications received by the submission deadline will be reviewed by the CGIF's Program Committee. **Those applications that support activities aligned with the missions of the CGIF and Keramos will be considered for funding** at the next CGIF Board of Trustees meeting in September. Applicants will be notified of the approval of their funding request after the spring CGIF board meeting. Incomplete applications will be returned without review.

### REPORTING AND EVALUATION

The CGIF relies on grant reporting to evaluate progress toward the mission and goals we share with each of our grantees. The submission of a final grant report lets us know that funding was used appropriately and ultimately helped you reach your project goals. As such, **grant recipients are required to keep a record of all expenditures and receipts related to the grant. At the conclusion of the grant term, a written report is required and should describe results in achieving the purposes of the grant, along with a detailed accounting of the uses and expenditures of all grant funds.** Failure to provide an acceptable grant report will prevent approval of any future grant proposals from your chapter.

### QUESTIONS OR REQUEST INFORMATION

For questions regarding The Ceramic and Glass Industry Foundation and our grant opportunities, please contact the Keramos Board contact listed under the "IMPORTANT POINTS OF CONTACT" section on previous page.

### The Foundation does not provide funding for:

- overhead/indirect costs
- endowments, building campaigns, fundraising, special events, or annual funds.
- buildings, laboratories, equipment, or instruments unless it can be demonstrated that such capital expenditures are essential to the success of a Foundation-supported project.
- professor or staff salaries; administrative expenses; general office supplies.
- organizations that discriminate on the basis of religion, gender, race, ethnicity, political beliefs, or disabilities.
- lobbying or political activities.



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- research projects (unless a major component directly involves student outreach).
- direct grants to individuals.
- any commercial business purposes.
- for-profit institutions, except in rare circumstances.
- travel not directly related to outreach activities.



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**GRANT APPLICATION COVER SHEET**

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Date of Application	
<b>KERAMOS CHAPTER INFORMATION</b>	
Applicant Organization (Full Legal Name)	
University Affiliation	
Chapter President	
Phone of Chapter President	
Email of Chapter President	
<b>PROJECT LEAD CONTACT INFORMATION</b>	
Project Lead Name (if different than Chapter President)	
Title (if different from Chapter President)	
Phone	
Fax	
E-mail	
Mailing Address	
City	
State	
Zip Code	
Chapter/University Website	



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<b>PROJECT/ACTIVITY INFORMATION</b>	
Project or Activity Title	
Total Budget for this Project	\$
Amount of this Funding Request	\$
Beginning and Ending Dates of the Project	
Target Audience to be served by this Project	
Total Number of People to be Served by this Project	

<b>SIGNATURE</b>	
Signature of Chapter or Project Lead	



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**Proposal Narrative – Please provide answers that are clear and concise.**

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1. Please provide a summary description of the proposed project.
2. Provide a brief description of the goals and objectives of the project.
3. Provide the timetable for implementation and the duration of the project.
4. How does your project support the mission of the Ceramic and Glass Industry Foundation?
5. What methods will be used to measure the progress of the project and what evidence will demonstrate success?





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## KERAMOS CHAPTER GRANT REPORTING FORM

The CGIF relies on grant reporting to evaluate progress toward the mission and goals we share with each of our grantees, and to ensure that funding was used appropriately and ultimately helped you reach your project goals. As such, grant recipients are required to keep a record of all expenditures and receipts related to the grant. At the conclusion of the grant term, a written report is required and should describe results in achieving the purposes of the grant, along with a detailed accounting of the uses and expenditures of all grant funds. Any future grant submissions will not be accepted if we do not receive your final report on the current project. The CGIF will not release grant payment for this grant or future grants until all report requirements are up-to-date. Please do not use this report to request future support. Feel free to add any supplemental information or materials that may be helpful to our understanding of your progress to this report.

Name of organization:

Project title:

Person filing the report:

Grant date:

Date of report:

### **Project/Program Information**

Specifically, what did you ask the Foundation to fund?

Have the goal and objective as outlined in the grant application been achieved? (If not, please explain.)

Were there any barriers to completing the project? (If yes, describe.)

What were the overall strengths and/or weaknesses of the project? What did you learn in implementing the project? How might this affect future projects?



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Describe those served by this project, specifically referring to geographic residents or location, age and other descriptions.

How did this project benefit the ceramics and glass community at large?

**Financial Information**

Did you spend the money as outlined in the grant proposal? If no, please explain.

Briefly describe the specific use of the Foundation grant monies (expenditures, purpose, etc.):

\*Please include a final income and expense budget for the project.


**Publicity Information**

How did you publicize/promote that you were the recipient of this grant?

- Facebook    newspaper    newsletter    Twitter    other:

We welcome any other information related to this project that you would like to share -- specifically news stories or pictures. We often use pictures in our publications and on our website, so clearly





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describe the picture and the names of those pictured and indicate that approval is granted for publication. Thank you. We wish you continued success in your service to our community.

**Email final draft of grant reports to Belinda Raines at [braines@ceramics.org](mailto:braines@ceramics.org).**