



BioCommunications Association

389 Newport Avenue, Attleboro, MA 02703-5617

Email: office@bca.org

Web: www.bca.org

Endowment Fund for Education (EFFE) Grant Application

Completed grant applications should be submitted to the current EFFE Committee Chair.

Please read all guidelines and include the signed declaration statement.

This fund was created through the generosity of BioCommunications Association (BCA) members and friends to support educational projects that demonstrate merit in the field of biocommunications. It also incorporates a portion of the former Bernard Friedman Foundation which supports grants related to the microscope.

The fund has awarded grants to applicants from several countries for a wide variety of projects such as preparation for certification, attendance at workshops, photographic exhibit support, and the development of new imaging techniques for the microscope. Awards are limited to no more than 33% of available funds for the year and are typically \$500 or less. The EFFE Committee has one application deadline per calendar year, which is on or about April 30. Check the BCA Web site at www.bca.org for the current year's date. First consideration is given to applications received by the deadline date; however, any remaining funds may be dispersed at the discretion of the committee.

BCA membership is not a requirement. Any student, trainee, biocommunicator, or institutional program in the field of visual biocommunications that can demonstrate a need for project funding may apply. The Fund Committee will evaluate completed applications and awards will be made on the basis of merit and the availability of funds. Project Officers will be appointed and serve in an investigative and advisory capacity, and will monitor and report the progress of approved projects to the Endowment Fund for Education (EFFE) Committee.

United States residents will receive a Form 1099 from the BCA for income tax purposes.

Applicant Contact Information

Date _____

Name _____ Social Security Number _____

Position title _____ Company/Institution _____

Department _____

Work Address _____

City _____ State/Province _____ Zip/Postal Code _____ Country _____

Home Address _____

City _____ State/Province _____ Zip/Postal Code _____ Country _____

Phone: wk. _____ hm. _____ Email Address _____

Funding amount requested (US \$) _____ *When are funds required* _____

Previous Employment History

Please complete the following if employed in the above position for less than two years.

Previous supervisor _____ May we contact this person? ____ Yes ____ No

Dates of employment _____ Company/Institution _____

Department _____

Address _____

City _____ State/Province _____ Zip/Postal Code _____ Country _____

Phone: voice _____ Fax _____ Email Address _____

Educational History

List your most recent institution first, any degree earned and year it was granted.

Institution _____	Degree or yr. in school _____
Institution _____	Degree _____
Institution _____	Degree _____

References Contact Information

Submit a letter of recommendation from a supervisor or instructor in support of your application and list two references who may be contacted concerning your application.

Current supervisor _____ May we contact this person? ____ Yes ____ No
Supervisor's title _____ Company/Institution _____
Department _____
Address _____
City _____ State/Province _____ Zip/Postal Code _____ Country _____
Phone: voice _____ Fax _____ Email Address _____

Reference 1 _____
Position title _____ Company/Institution _____
Department _____
Address _____
City _____ State/Province _____ Zip/Postal Code _____ Country _____
Phone: wk. _____ hm. _____ Email Address _____

Reference 2 _____
Position title _____ Company/Institution _____
Department _____
Address _____
City _____ State/Province _____ Zip/Postal Code _____ Country _____
Phone: wk. _____ hm. _____ Email Address _____

Purpose of the Funding

Give the fullest possible details of the course you intend to study, the seminar you plan to attend, or the project you intend to pursue. Include the time frame this will take place. You may attach additional information as necessary.

Educational Objectives

Provide a statement of your educational and career objectives. Explain how this program of study, seminar or other project will help you to achieve these objectives.

Describe your plan to share the educational benefits you've gained with the BCA membership (e.g., display images produced from the grant at BIOCOMM, present at a BCA meeting, or publish an article in The Journal of Biocommunications).

Financial Information

Give the fullest possible information concerning the costs of your proposal such as tuition fees, books, travel, registration, or other expenses. Explain how the remainder of your expenses will be financed. Attach all documentary evidence as appropriate.

I have read the Guidelines for Potential Applicants and agree to be bound by any statements and conditions contained therein. To the best of my knowledge the statements made by me in this application form and in all accompanying documents are the truth. I agree to furnish the BCA with all necessary information concerning the application, including progress reports on projects at times determined by the BCA. I agree that the right to any patentable or marketable invention, or copyright in literary or pictorial works, which results from projects funded partially, or wholly, through this application will become the property of the BioCommunications Association, Inc. I agree to give BCA first publication rights and credit for project outcomes. Where this application concerns a loan, I understand that the BCA will make an offer of a loan subject to defined terms of repayment and once accepted by me those terms will be binding.

Signature of applicant _____ Date _____

Attach your resume and/or school transcript of work in progress.

For BCA official use only

Date received by EFFE Committee _____ Chair _____

Action recommended by EFFE Committee _____ Date _____

Date received by Board of Governors _____ President _____

Action taken by Board of Governors _____ Date _____

Date approved _____ Total funds awarded _____ Date funds issued _____



Guidelines for Potential Applicants

Purpose

To ensure that the proceeds from the BioCommunications Association, Inc. (BCA) Endowment Fund for Education (EFFE) are used for projects which assist in the education of persons actively pursuing careers in biological imaging and that such projects are within the scope and intent of the fund as defined by the Board of Governors.

I. Policy Statements

- A.** Proceeds from the EFFE are not restricted to educational projects proposed by the BCA membership. The funds are restricted to the support of educational endeavors through grants and/or loans as defined below. (For the purposes of this document a loan is considered to be money given for a limited period of time and under certain conditions of repayment, whereas a grant is an outright gift of money given for a certain stated purpose.)
- B.** Proceeds from the EFFE may be used in support of:
 - 1. Purchase of equipment to be donated to Universities, Schools and other BCA-recognized programs of formal biological imaging education.
 - 2. Purchase of educational materials of a lasting nature (e.g., books, films, or videotapes) to be donated for reference use in programs of formal biocommunications education, or to be placed in the public domain.
 - 3. Loans or grants to students enrolled in a formal biological photography or media program at a recognized institution of higher learning.
 - 4. Loans or grants to students or trainee biocommunicators to attend BCA sponsored or approved workshops.
 - 5. Grant or loan funding of projects whose chief purpose is to provide:
 - a. Seed money to an author of a book or producer of a film in biological photographic or biomedical media technique.
 - b. Funds for the reproductions of slides, tapes, films, videotapes, or web-based distance learning projects as part of the BCA permanent library.
 - c. Funds to develop distance learning or home study programs.
- C.** The Board of Governors and/or its nominees have absolute discretion concerning the approval of funding from the EFFE and their decision is final.

II. Application for Funding

A. Eligibility requirements

- 1. High school students are not eligible for grant funds.
- 2. Students currently enrolled in their freshman year of a university or college are not eligible for grant funds.
- 3. Students currently enrolled in sophomore, junior and senior years who apply for a grant must present documentary evidence to demonstrate that they are in good academic standing for all courses directly related to their major.
- 4. BCA officers and EFFE Committee members are not eligible for grants while they are in office.

B. Special notes on application

1. General

- a. All applications for funding must be made on the approved forms, accompanied by appropriate supporting documentation by the deadline date posted on the BCA Web site (www.bca.org).
- b. By signing the application, the applicant gives the EFFE Committee, or its nominees, permission to investigate and verify all information provided.
- c. The candidate must agree to cooperate with the EFFE Committee in providing additional information as it may request in order to properly evaluate any application for funding.
- d. Where an application concerns a loan, the EFFE Committee with concurrence of the Board of Governors will make their offer conditional in terms of interest to be paid, the date of the first repayment, and frequency of payments. EFFE may attach financial penalties if, for example, the applicant leaves the course of study for which funding is requested. The offer of the loan will be put to the candidate in writing and once accepted its terms are binding.

2. Project grant applications must include the following documentation:

- a. Current curriculum vitae (CV) for each applicant or applicants.
- b. A full and complete statement of what the applicant/applicants intend(s) to accomplish within the field of biological photography with funds applied for.
- c. The time frame for the project.
- d. Details of how the project will benefit biomedical communications and biocommunicators as a whole, and of how this will be measured.
- e. An agreement to provide the EFFE Project Officer with periodic reports detailing progress made on the project which has been funded. The frequency of such reports is to be determined by the EFFE Committee.
- f. An agreement to provide the EFFE Committee with a final report describing the results of the project and its impact on biocommunications.
- g. Describe your plan to share the educational benefits you've gained with the BCA membership (e.g., display images produced from the grant at BIOCOMM, present at a BCA meeting, or publish an article in The Journal of Biocommunications).
- h. An agreement that the BioCommunications Association, Inc., (BCA) shall have the right of first publication on any results from project funded wholly or partially from the Endowment Fund for Education. All publications concerning the project funded should carry a credit line to the effect that it was funded from the EFFE of the BCA. Where appropriate the EFFE Committee may, with the approval of the Board of Governors, negotiate a royalty fee jointly with the applicant before funding is agreed.

3. Loan applications for tuition assistance must include:

- a. Current curriculum vitae (CV).
- b. A financial statement from the applicant. (If the applicant is under the age of 18 on the date of application, the parents/guardians must also submit a financial statement.)
- c. High school graduates applying for a loan to be used as tuition for the freshman year must present documentation to assure the EFFE Committee that they are in good academic standing for their full senior year. Students currently enrolled in their freshman year (second semester or third quarter) or an approved program of formal education are eligible to apply for a loan. All applicants in this category must present documentary evidence to assure the EFFE Committee that they are in good academic standing in all courses directly related to their major earned during the first semester or first two quarters.
- e. Students currently enrolled in the sophomore, junior and senior years must present documentary evidence to assure the EFFE Committee that they are in good academic standing in all courses directly related to the major earned for the preceding year.

4. Application for loans and/or grants for equipment must include:

- a. A complete description of each piece of equipment requested.
- b. The life expectancy of each piece of equipment.
- c. The role each piece of equipment will play in the education of biocommunicators.
- d. The number of students who can be expected to benefit from this equipment.
- e. The total cost of the equipment (including, where appropriate, delivery and on-site installation).
- f. The intended supplier of the equipment.
- g. An agreement to provide the EFFE Committee with reports at six and twelve months after installation stating how the equipment has been used to benefit the education of biophotography students.

5. Applications for loans and/or grants for the purchase of educational materials must include the following:

- a. A complete description of the materials to be purchased.
- b. Information about where the materials will be housed and who is to be responsible for their security.
- c. Details on how the material will be made available to the students.
- d. The life expectancy of the materials.
- e. The relevance of the material to biophotography.
- f. The number of students who will use this material.
- g. The total cost and supplier of these materials.

EFFE Application Checklist

Incomplete information will delay your application. Check the following:

- _____ Read the *Guidelines for Potential Applicants*.
- _____ A full CV for applicant(s) is attached.
- _____ Confidential financial information is enclosed for loan applications.
- _____ If under 18, details of parent/guardian is attached.
- _____ If application for study loan, full academic records are attached.
- _____ Time frame for the project and its funding is made clear.
- _____ Objectives of the project have been made clear.
- _____ Complete descriptions of all equipment, costs, and suppliers has been given.
- _____ Total costs of the project and amount desired has been made clear.
- _____ Application is being submitted prior to annual deadline posted on the [BCA Web site](#).