



2022-2023 Parent & Family Fund Grant Guidelines and Important Dates

Guidelines

- Parent and Family Fund Grant funds must be spent in accordance with UCF Foundation policies.
- Before money is spent, you are required to complete a training to review basic procedures and guidelines regarding the usage of this funding. There are very specific rules related to UCF Foundation purchases.
- The Parent & Family Fund logo will be provided following training and should be used on all promotional materials for your program/project.
 - Please ensure that you are recognizing the Parent & Family Fund through marketing, verbal recognitions at programs, on website related to the program/project, etc.
- Please note that 90% of funds awarded must be used for your department to be eligible to apply for funding for 2023-2024.

Important Dates

- All funds for the 2022-2023 award cycle must be spent by Wednesday, May 31, 2023
- You are required to submit a mid-year report to First Year Experience by Friday, December 9, 2022
- You are required to submit a final/end-of-year report to First Year Experience by Friday, June 9, 2023