



Faculty/Staff Grant Application

Please limit proposal length to no more than **three** pages.
All funded proposals will require a Final Report including outcomes.

Application Date _____

Contact Person/Title _____

Program Area _____

Email _____ Phone Extension _____

Amount of Request _____

Grant Period (month/day/year) From _____ To _____

Typical grant period of one year. Extensions may be considered.

Authorizing Signatures

Grant Writer _____

Department Head _____

Division Head _____

Grant Proposal

Attach additional pages with the following information:

1. Project title
2. Description of project
3. Description of need
4. Project goals, including links to the Employee Grant stated priorities
5. Specific activities, including project timeline
6. Evaluation (anticipated outcomes and how you will measure success). Quantify number of students impacted, if possible.
7. Is this a collaborative effort? If so, please explain and identify all participants.
8. Project Budget. Include an itemized budget and identify any funds sought/secured from other funding sources.
9. Explain why this request is not being funded through regular budgetary channels.
10. If this is an ongoing project, what will be the source of future funding?
11. Have you received grant funding from the Foundation in the past two years for this or any other project? If so, a completed Mini-Grant Report should be provided to the Foundation.