

GUILD CAMPUS GIFT GRANT PROPOSAL

Title of Project: _____

Contact Name: _____ Date: _____

Department or Student Organization: _____

Campus Address: _____

Phone: _____ E-mail: _____

Supervisor or Advisor Signature: _____

Total Proposal Amount Requested: \$ _____ (min. \$500, max. \$5,000)

University Budget Account #: _____ - _____ - _____

Please answer the following questions to help us better understand your organization's purpose and financial need. You may attach a separate sheet of paper with your answers if needed.

Please write a brief description (max. 150 words) of the project. This description will be used in publicity to Guild members.

How will this project significantly benefit Valparaiso University students and/or directly impact the Valpo campus?

If the Guild cannot provide full funding for the requested amount, will you accept partial funding?

Yes No If yes, how much funding will still fulfill the need? \$ _____

Have you already received, or are you planning to seek, supplemental financial assistance for this project through other grants, fundraising or department budget dollars?

Yes No If yes, what percentage of the total project are you asking the Guild to fund? _____ %

If the project involves the alteration of space, furnishings, landscaping, and/or signage, has it been approved by the Campus Planning and Space Allocation Committee?

Yes No Not Applicable

How did you hear about the Guild Campus Gift Grant program?

Please Note:

- Guild Campus Gift Grants will be awarded in October 2012.
- If you are a 2012 Grant recipient, the Guild Board requests that you prepare a brief follow-up report upon completion of the project in which you received funds. On occasion, recipients also may be asked to present or display information related to their project to the Guild Board and membership.
- In order to benefit as many students as possible, the University Guild will give priority funding consideration to proposals that have not received a Guild Campus Gift Grant within the past two years.
- Please return this completed form to the Valparaiso University Guild at guild@valpo.edu.