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 at the University Guild Annual Meeting on Sept. 26, 2015.
• If you are a 2015 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.
• Return this completed form to the University Guild at guild@valpo.edu or by mail to Loke Hall, 1100 Campus Dr. S, Valparaiso, IN 46383.