

Longwood Parents' Council
2011-2012 Grant Application Form

All requested information is required. Please limit your response to a maximum of **three (3) pages**, including the Executive Summary.

Applications **must** be received by **October 7, 2011 at 5:00 p.m.** (refer to Grant Application Overview for details).

I. Contact Information

Name and Title of Department or Program Director:

Name of Department or Organization:

Name of Division/School, Department, or Unit (whichever is applicable):

Address:

Telephone number:

E-mail Address:

Name of principle contact person regarding this grant submission:

Address:

Telephone number of POC:

E-mail address of contact person:

Others that may be participating in this grant application:

Name of Department(s) or Organization(s):

II. Executive Summary

Briefly summarize your grant proposal (~150 words). The executive summary is an essential component of the Grant Application and should highlight the main information that is critical to understanding your proposal. Financial information should **not** be included with the Executive Summary.

III. Program Information

A. Project Name (title) which will best describe this grant application:

B. Outline the objectives of your proposed program/event:

C. Describe how LU students or the larger community will benefit, and what student needs will be addressed:

D. Describe the profile and estimate the number of undergraduate students that will be served by your project:

E. Describe the timeframe for beginning and completion of your grant program/event:

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- F. Describe how you will measure the overall success of the proposed program/event:
- G. Is this a new or existing program/event? Is this a one-time or continuing program/event?

IV. Financial Information

- A. Provide an itemize list of the elements and the total anticipated budget for the entire proposed project.
- B. *From the budget in section A*, list the items and amounts for which you are requesting Parents' Council funds. The requested items for grant funding may not exceed \$2,000.
- Total Parents' Council grant funds requested: \$_____.
- C. *From section B*, provide a prioritized list of project budget items that are imperative to your program's success. List these items below (in addition to the previous section) and include the dollar amount requested per line item. *This is essential* as the Parents' Council may find the grant application worthy, but be able to fund only part of your project effort.
- Total funds required for program/event to be effective: \$_____.
- D. Briefly explain why Parents' Council funds are necessary for this program/event. Include other anticipated financial support, amounts, and sources that will be received.
- E. Has your department or organization ever received Parent Council funds before? If yes, when, how much, and for what purpose?
- F. Provided your proposed program/activity is successful, how do you anticipate sustaining it financially?