Application for Wilkes University Mentoring Project Funding
2006-2007 Academic Year

Department or Campus Organization: ____________ Date:_____________

Contact Person: _________________Phone: _______ Email: __________

Proposed Project Title__________________________________________

Project Dates: from__________________to________________________

Grant Amount Requested : _$_________

1. Provide a brief summary of the project in space below.

Person responsible for Project

Title

Date

Department Chair

Title

Date

Dean Signature

Title

Date

Task Force Use Only

Date Reviewed:

Reviewed by:

Approved ___ Not approved ___ Deferred pending additional information ___

Date of budget transfer:
Applicant must submit a detailed proposal that addresses the following bulleted items. Proposals may be single or double spaced at the discretion of the applicant, but regardless of the choice, all proposals must adhere to a limit of five pages. All proposals will share a common goal of advancing and supporting the University’s mentoring culture.

- **Statement of Need:** What need does this project address? Use this section to expand on the project summary, with additional detail on how the project will enhance the quality of student life and learning at the University.

- **Objectives that will be met by the Project:** Focus primarily on measurable objectives that will be achieved. Consider this in the context of positive change: how will these objectives capture measurable improvement or strengthening of the mentoring culture?*

- **Methods:** What are the specific activities or events that will be supported by the grant that will help you to achieve your objectives? Provide a timeline.

- **Evaluation:** How will you evaluate success in meeting objectives?

- **Budget Form:** What resources do you need to successfully complete your proposed project? (Budget Form is not counted toward page limit; budget rationale is counted.)

- **Budget Rationale:** Provide brief (one page or less) but detailed explanation of the line items in your proposed budget.

* You may find it helpful if you think of objectives (e.g., increasing number of students participating in research or expanding opportunity for community-based service learning) as steps that could lead to positive outcomes (e.g. strengthening retention among Chemistry majors or enhancing the University’s reputation for community engagement). While outcomes may not be readily apparent at the end of one year, you are encouraged to think of the long-term effects that your project could have if it were to continue after the grant ends.

**Project Evaluation Form** will be due approximately one month after the end of the semester in which the project was completed.

Projects that take place in Fall 2006: Evaluation Form due 2/1/07
Year-long projects, or those occurring in Spring 2007: Evaluation form due 6/15/07