



GRANT APPLICATION

This application is to be completed by any entity or individual affiliated with the College of Business and Public Administration requesting financial assistance from Business Alliance (faculty, staff, students). All applications will be reviewed by the Business Alliance Application Review Committee, which will submit its recommendations to the Business Alliance Board for final approval.

Section 1. Source of Request

Individuals

- Department chair
- Faculty member(s)
- Student(s)
- Other

Entities/Organizations

- Department
- Student club / organization
- Other

Name of requesting individual/organization _____

Name of representative (if an organization) _____

Date of request _____

Telephone _____ FAX _____ E-mail _____

Section 2. Information about the Request

Brief description of use of funds:

Amount of request of (\$2,000 or less) \$ _____ Is this the total cost of the project/activity? Yes No

If no, the total estimated cost of the project/activity is \$ _____

Explain how the balance will be funded and when:

Project/activity beginning date _____ Estimated ending date _____

Section 3. Benefit Statement

This request will fulfill the following aspects of the College's mission (check all that apply):

- Enhance student learning
- Support student club
- Service to private/public enterprise(s)
- Instructional development (faculty)
- Basic or applied research of faculty
- General community service

Section 4. Attachments

Please attach a description of the project/activity, and explain specifically how this request will benefit the College and its stakeholders as it relates to the College's mission statement (in 400 words or less on a single sheet).

CONTINUED ON REVERSE

I ACKNOWLEDGE AND CONCUR THAT CONSIDERATION OF THIS FUNDING REQUEST WILL BE AT THE SOLE DISCRETION OF THE BUSINESS ALLIANCE BOARD. I ALSO AGREE TO PROVIDE, OR CAUSE TO BE PROVIDED, A REPORT (IN 400 WORDS OR LESS) TO THE EXECUTIVE COMMITTEE DESCRIBING THE OUTCOME OF THE PROJECT/ACTIVITY AND ITS BENEFIT(S) RELATIVE TO SECTION 3 OF THIS REQUEST, WITHIN 30 DAYS OF COMPLETION OF THE PROJECT/ACTIVITY.

Signature of Applicant _____

TO BE COMPLETED BY BUSINESS ALLIANCE

Section 5. Approvals

Application Review Committee Recommend Decline Date _____

\$ _____

Conditions:

Signature of Committee Chair _____

Board Approve Decline Date _____

\$ _____

Conditions:

Signature of Board Officer _____