

## Engaging Funders Worksheet

As you prepare to seek private funding for your research or program, please refer to the worksheet below to assist you in developing a case for support, as well as aid the development office in understanding your needs. Be prepared to discuss these questions as we explore funding opportunities and develop your proposal.

- What is your concept (key idea, purpose, goal)?
- What problem/need are you addressing?
- What types of activities will support this goal?
- Why did you choose these methods?
- What audience(s) will be served by this program (who, how many, etc.)?
- Who will direct the program/project?
- What are your other staffing needs?
- Are there other potential collaborators for the program/project (i.e. departments/units, community agencies, other academic institutions)?
- Do you need any departmental or institutional approvals for the project?
- What is the time frame for the program/project (anticipated start and finish, minimum time for program/project to be effective etc.)?
- Will the program continue after external funding ends (i.e. will it operate at a reduced level, will it have realized its goals and end, will it be funded with internal funds, be institutionalized)?
- How much money is needed to implement your program/project? How will the money be spent – what are the budget line items?
- Do you have additional funds (from CSUSB or other funders) to contribute to the effort?
- What is the program's/project's potential for a broad impact (beyond just the CSUSB community)?
- How will you evaluate the project?
- How will you know if you are successful? Who will evaluate the program?