**Jerry and Vickie Moyes College of Education**

**Endowment Funding Request Application**

**Application for Funding**

|  |  |  |
| --- | --- | --- |
| PROPOSAL TITLE: | | |
| PROPOSAL SUBMITTOR: | | |
| DEPARTMENT: | | |
| EMAIL ADDRESS: | MAIL CODE: | EXTENSION: |
| OTHER PARTICIPANTS: | | |

**BUDGET**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Description | Funds Committed from Source #1 | Funds Committed from Source #2 | Funds Committed from Source #3 | Funds Requested from Moyes Endowment | GRAND TOTAL |
| 1) PERSONNEL RESOURCES (assistants, consultants, released time): | | | |  |  |
| a) | 0 | 0 | 0 | 0 |  |
| b) | 0 | 0 | 0 | 0 |  |
| c) | 0 | 0 | 0 | 0 |  |
| BENEFITS for Personnel Resources: | |  |  |  |  |
| a) | 0 | 0 | 0 | 0 |  |
| b) | 0 | 0 | 0 | 0 |  |
| c) | 0 | 0 | 0 | 0 |  |
| 2) EQUIPMENT AND MATERIALS: | | |  |  |  |
| a) | 0 | 0 | 0 | 0 |  |
| b) | 0 | 0 | 0 | 0 |  |
| c) | 0 | 0 | 0 | 0 |  |
| 3) TRAVEL |  |  |  |  |  |
| a) | 0 | 0 | 0 | 0 |  |
| b) | 0 | 0 | 0 | 0 |  |
| c) | 0 | 0 | 0 | 0 |  |
| 4) OTHER |  |  |  |  |  |
| a) | 0 | 0 | 0 | 0 |  |
| b) | 0 | 0 | 0 | 0 |  |
| TOTALS | 0 | 0 | 0 | 0 | 0 |

**BODY OF PROPOSAL**

Expand the size of each of the sections below as required, but do not exceed 3 single-spaced pages. Supporting documents or materials should be included as addenda. PROPOSALS SHOULD BE WRITTEN CLEARLY AND SIMPLY.

PROPOSAL SUMMARY (ABSTRACT):

I. BACKGROUND AND OBJECTIVES OF PROPOSAL. (Describe the nature and significance of the problem, how the proposal will fit into departmental goals, and provide a brief review of the relevant literature when warranted, and expected outcomes. Include a bibliography as an appendix, if appropriate.)

II. PROCEDURES AND METHODS. (Indicate how the goals and objectives will be met. Include a discussion of the steps involved in the design, development and implementation of the proposal).

III. TIME-LINE. (Provide a time frame for the completion of the proposal.)

IV. EVALUATION AND DISSEMINATION (if applicable). (Include a plan for evaluating or documenting outcomes as well as a plan for the dissemination of proposal results).

V. OTHER POTENTIAL SOURCES FOR FUNDING. Have you applied for funding from outside resources? Yes No

If yes, please explain.

\*\*Seeking outside resources is not required to apply to the endowment, but certainly encouraged.

VI. PROVIDE A BUDGET NARRATIVE that clearly explains any budget items that are not self-explanatory, including justification for the number of hours requested (if any) as reassigned time or stipend.

VII. INCLUDE ANY OTHER SUPPORTING DOCUMENTATION. If you requested reassigned time or a stipend, you must include a memo from your department chair/program director/immediate supervisor confirming that this activity is beyond basic obligations of teaching and scholarship.

VIII. TECHNOLOGY REQUESTS. Include all information required to order exact equipment requested.