

Facilities Management Grant Application

EQUIPMENT

You may submit your equipment proposal in any format you wish. Review the guidelines at the end of this application to learn best practices and requirements. Answer the questions below as well as you can. Please include any supporting documents. Failure to provide examples and to answer the questions will make it impossible for the Selection Committee to evaluate the proposal properly.

Submit one copy of your completed application to Shawna Code.

Name: _____ Shop: _____

Amount Requested: _____

Equipment Requested: _____

Description of Equipment

Why are you interested in this equipment? _____

How does this equipment relate to your job description? How would it enhance your ability to perform your job? _____

Will this equipment be used by just you or a team? If a team will use it, please list them. _____

Benefits to the University and/or Your Department

Includes cost effectiveness, University exposure, excellence in education, meets community or student needs, provides a service to students, new concepts, training opportunities and/or application of acquired skill from project, etc.

Please explain how this equipment will make you better able to do your job. _____

Please tell us about any other ways this equipment will benefit the university or your department. For example, is it cost effective? Is it an industry standard? Will it meet student, staff or community needs? etc.

Required Signatures

I understand that Facilities Management grants awarded for this project are to be used only for this project. If the project is not realized during the project dates indicated above, the funds will be returned to Facilities Management.

Applicant Signature and Date: _____

Please inform your supervisor that you are applying for this grant.

****My supervisor is aware I have applied for this grant. (Applicant initial here if true)** _____

Supervisor's Name _____