



Program grant proposals are reviewed and awards are made based on the recommendations made by the President's Council on Equity and Campus Diversity. The outline format and guidelines allow the committee to quickly find and communicate key information about your request. This form allows your application to be reviewed and processed quickly. Missing or incomplete information can result in the delay or denial of an award. If application is returned to you for incomplete information, you have one week from the date of return to revise and return to be considered for grant. If revisions are not received by the deadline, you must reapply.

Name: \_\_\_\_\_ Organization/Dept. \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Proposal Name: \_\_\_\_\_

**Project guidelines should be submitted, in hardcopy, in the following order:**

- 1. I. Identification
  - II. Project Priorities page
- 2. III. Project Title
  - IV. Cover letter
- 3. V. Project Reflection
- 4. VI. Narrative, Explanation, Description (up to 4 pages)
- 5. VII. Budget Justification
- 6. VIII. Signatures