**FUNDING PROPOSAL REQUEST**

**due Friday, January 15 at 10 pm please return to** [**nbryk@emich.edu**](mailto:nbryk@emich.edu) **cell 734 417-4024**

Name of Organization:

Full Address of Organization:

Website url for organization:

Name and position of contact for this project:

Cell phone: email address:

Are you able to participate in ZOOM calls or google meet-ups?

Briefly describe the project for which you seek funding (attach a page if needed):

**(This project must have a submission date of April 15 or later.)**

* How much do you think it will take to fund this project?
* Do you have a potential funder in mind? If so, which one?
* Do you have a deadline in mind for the grant submission?

**NOTE:** It is less likely that your organization will be successful in a grant application if it was in the “red” (expenditures exceed revenue) in the last fiscal year or two. **We regret that we cannot work on projects for organizations that are in this position.**

**If your project is chosen, you, the partner organization, agrees to the following:**

1. **Meeting with the student (via Zoom or other virtual meeting) to read and review the work at critical checkpoints determined in late January.**
2. **Offering feedback, information, and edits, or responding to student emails in a timely manner. I reserve the right to “fire” partners who do not respond to student questions in a timely manner. (And I have done so in the past—FYI!)**
3. **Sharing institutional information, including your mission statement AND YOUR finances for the last two fiscal years (required for applications).**
4. **Discussing any issues or concerns about the work with the student first *before* contacting the instructor.**

**Agreed and Signed: date:**

***If you are not contacted about your project by February 1, your proposal was not chosen by a student. We have many more requests than students****!*