

**Group Application for 2016-2017**

**You will need to save this form to your computer before entering responses.**

**PROJECT INFORMATION**

Project Title: Click here to enter text.

Type of Project: Choose an item.

Project Start Date: Click here to enter text. Project End Date: Click here to enter text.

Date Requested Funds Are Needed: Click here to enter text.

(Please review the application date chart in the guidelines for specific information on funding availability)

Total Amount Requested: Click here to enter text.

Group leader name: Click here to enter text. Student ID: Click here to enter text.

Group leader will be: Choose an item. Applying for funds? Click here to enter text.

**ADDITIONAL GROUP MEMBERS**

Group member name: Click here to enter text. Student ID: Click here to enter text.

Group leader will be: Choose an item. Applying for funds? Click here to enter text.

Group member name: Click here to enter text. Student ID: Click here to enter text.

Group leader will be: Choose an item. Applying for funds? Click here to enter text.

Group member name: Click here to enter text. Student ID: Click here to enter text.

Group leader will be: Choose an item. Applying for funds? Click here to enter text.

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Group leader will be: Choose an item. Applying for funds? Click here to enter text.

Group member name: Click here to enter text. Student ID: Click here to enter text.

Group leader will be: Choose an item. Applying for funds? Click here to enter text.

**Please list additional members below. Be sure to include the same information as requested above for each member.**

 Click here to enter text.

**PROJECT DESCRIPTION**

Develop short answers to the following questions. There is no space limit. In addition to these group questions, each member applying for funding must complete the individual questions that are located on the Group Application Individual Responses form. Please read the Parsonage Fund Guidelines and Instructions documents before completing this proposal.

1. Provide a detailed description of the proposed project. This includes the purpose of the project, important time-lines, organization goals/mission statements, etc. This should include information that provides the Review Committee with evidence of why this project is important for your group to attend. If this is for a capstone or research project, include a summary of your project, and the supervising professor for your capstone or research should complete the recommendation form for this proposal.

Click here to enter text.

**BUDGET REQUEST and RATIONALE**

We have provided an Excel document with set Parsonage Fund rates and formulas for your budget information. There are 3 sections in the Excel file (Supplies, Fees & Membership Sheet; Travel Sheet; Summary). Fill out each section, listing all of your expenses for the project. Include costs you are covering personally, or through other sources.

You MUST provide documentation to substantiate the cost of all budget items (e.g. registration brochures, travel mileage, airline billing information, membership applications, etc.). This includes all items serving as student contributions. Documentation should be submitted electronically along with your other application materials.

**Your application will not be considered if documentation is not provided.**

1. Please provide a written rationale for each aspect of your budget. Address each item you are requesting funding for and why it is necessary for the success of your project.

 Click here to enter text.

**SHARING YOUR EXPERIENCES WITH THE NORTHLAND COMMUNITY**

3. What are your plans for sharing your experience with the Northland community? Examples might include a campus-wide presentation, classroom presentation, tabling, brown-bag discussions, panel discussions, poster display, Drifts article, social media campaign, etc. YOU MUST COMMIT TO A SPECIFIC PLAN – tell us what you will do, when you will do it and where you will do it. A date, time, & location must be shared or your application is considered incomplete.

 Click here to enter text.

**FACULTY/STAFF RECOMMENDATION**

One faculty or staff recommendation is required for the group application. A separate form is provided or they can choose to submit a letter of recommendation. In addition, each student must provide a Northland College staff or faculty reference on their Individual Response Form. The group recommender will be asked to comment on the project being proposed and the budget. A strong recommendation is a key factor when determining funding for Parsonage awards.

Group faculty/staff sponsor is: Click here to enter text.

**ACCOMPANYING STAFF/FACULTY**

If your group is traveling more than 200 miles from campus in a campus vehicle, you are required to have a staff or faculty member accompany your group.

Accompanying staff/faculty person is: Click here to enter text.

Email this completed application, individual group member responses, the Excel budget form, budget documentation, and the faculty/staff recommendation form for the group to **parsonagefund@northland.edu**. Please submit all group documents together in one email.