

NORTHLAND COLLEGE

Parsonage Fund Checklist – Group Application

Group Application form

- Your submitted file name should follow this format: **projectname.application**
- For example, a group doing a Habitat trip would name their file: Habitat.application

Individual Responses for Group Applications (for each group member seeking funding)

- Your submitted file name should follow this format: **projectname.yourname**
- For example, Alex Johnson who is going on the Habitat trip would name their file: Habitat.alexjohnson

Budget worksheet (Excel document; be sure to fill out all sections)

- Your submitted file name should follow this format: **projectname.budget**
- For example, a group doing a Habitat trip would name their file: Habitat.budget

Documentation supporting all budgeted items (maps to justify mileage, conference brochures hotel quotes, order forms, screenshots, etc.). DO NOT send web links!

- Your submitted file name should follow this format: **projectname.DocumentType**
- For example, the Habitat trip would name their files: Habitat.MileageMap, Habitat.Motel, etc.

Faculty or Staff Recommendation form (one per group).

- We prefer to have your faculty/staff sponsor send their recommendation directly to parsonagefund@northland.edu, but if you are sending it, the filename should follow this format: **projectname.recommendation**.

Accompanying Staff/Faculty Form (one per group, if your group is going more than 200 miles from campus)

- Your submitted file name for this form should follow this format: **projectname.accompanying**
- For example, the Habitat group would name their file: Habitat.accompanying