

**Individual Application for 2018-2019**

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

Name: Click here to enter text.

Student ID: Click here to enter text.

Class Standing: Choose an item. Cumulative GPA: Click here to enter text.

Title of Project: Click here to enter text.

Total $ Amount Requested: Click here to enter text.

Date you need requested funds: Click here to enter text.

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

Faculty/Staff Sponsor Name: Click here to enter text.

Type of Project: Choose an item.

There are limits on repeat experiences**:** Students will be eligible for funding to attend the same conference or service project up to two times. If the student would like to attend a third time, they will be eligible if they are a group leader, presenting at the conference, or participating in some other significant way (e.g. coordinating all fundraising for a group service project).

Please indicate if this is a repeat experience: Choose an item.

Any Additional Comments: Click here to enter text.

**PROJECT DESCRIPTION**

Develop short answers to the following questions. There is no space limit to answer these questions. Please read the Parsonage Fund Guidelines and instruction documents before completing this proposal.

1. Provide a detailed description of the proposed project. This includes the purpose of the project, important timelines, organization goals/mission statements, etc. This should include information that provides the Review Committee with evidence of how this project is valuable to you. If this is for a capstone or research project, include a summary of your project. The supervising professor for your capstone or research project should complete the recommendation form for this proposal.

Click here to enter text.

1. How will you benefit from completing this project? Include at least three examples that illustrate how you will benefit. These will be considered your personal goals for the project. Draw a direct connection between your academic major and/or additional interests and the proposed project.

If your proposal is to attend a conference, you can choose to discuss three sessions you will attend at the conference and why those sessions are important to you instead of discussing goals. Draw a direct connection between your academic major and/or additional interests and the proposed conference.

Be specific! Committee members are looking for 3 clear personal goals and their direct connection between the project and your academic or personal interests.

Enter your three examples or conference sessions here. Be sure to connect with your major and/or additional interests:

a. Click here to enter text.

b. Click here to enter text.

c. Click here to enter text.

**SHARING YOUR EXPERIENCES WITH THE NORTHLAND COMMUNITY (check one or more & provide details)**

1. What are your plans for sharing your experience with the Northland community? . YOU MUST COMMIT TO A SPECIFIC PLAN – tell us what you will do, when you will do it and where you will do it. If you do not include a date, time, and location, your application will be considered incomplete.
2. I will present my finding to a classroom (please be specific about when, where, and what class)
3. I will be part of a panel discussion at a future conference/presentation (please provide details)
4. I will write an article for Drifts newspaper about one aspect of the conference
5. I will be presenting this project via the Honor’s Day Poster Session.

Click here to enter text.

**SHARING YOUR EXPERIENCE WITH A LARGER AUDIENCE (working with the Communications Office)**

1. It’s important to share your experience with the larger community so that a) we can help promote the Parsonage Fund and b) share your findings. Please briefly describe your plan for sharing with the Communications Office.
2. Contact Julie Buckles ([jbuckles@northland.edu](mailto:jbuckles@northland.edu)) in the Communications Office after your project is completed to arrange for a story and photo (send one paragraph summary in the email).
3. If you’re attending a conference or other event, report your experience throughout the event via social media, using the appropriate hashtags (to the conference) and #northlandcollege (please provide details on the social media channel [Twitter/FB/IG] & what types of posts you might do).

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). 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.

**PERSONAL CONTRIBUTION**

The review committee appreciates knowing what students are personally contributing to their funding requests. Keep in mind that not all contributions that have value are monetary contributions. Please explain your contribution below and reflect its monetary value in your Excel budget sheet in the "Your contribution" line. If you are not able to contribute to your project, please explain why.

Click here to enter text.

**AGREEMENT**

I understand that Parsonage Fund monies must be used only for the project activities and budgetary amounts outlined in my proposal and approved by the Parsonage Fund Review Committee. Any changes require further approval from the Review Committee. I understand that failure to receive this approval means I may have to repay the awarded funds.

Name: Click here to enter text.

Date: Click here to enter text.

Please save this completed application as **yourname.application** and email your completed application, including budget forms, budget documentation, and recommendation to [**parsonagefund@northland.edu**.](mailto:parsonagefund@northland.edu)