



## Appendix I: Examples of Successful Individual Proposal Application Materials

This appendix includes examples of an application, budget, and documentation taken from a variety of successful proposals.

### Application

#### Project Description

1. Jessica was a writing major and she submitted a proposal to go to a writing conference. The committee felt Jessica's answer to question 1 was well written and succinct, yet still provided enough details for the committee to understand what the project entailed and why it was important to Jessica.

Question: 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.

Jessica's Response: *My project is to attend Iowa State University's Symposium on Wildness, Wilderness, and the Creative Imagination held on the Iowa State campus February 25-27. The symposium is sponsored by Iowa State's Creative Writing and Environment Master of Fine Arts program, to which I have applied for graduate school next fall. The event features readings by published nature writers and M.F.A. students and faculty, as well as panel discussions, documentaries, and book signings. I also attended last year's symposium through Parsonage funds and was encouraged to return this year by the ISU faculty members I met. While last year as a prospective graduate student, I focused on getting a feel for the program/faculty, the campus, and the city in addition to attending the symposium events, this year as an applicant to the Creative Writing and Environment M.F.A. program, I will focus on solidifying the relationships that I made previously and networking with fellow students and writers. I think the reason that any writer attends events such as this one is to find a sense of community, support, and inspiration; writing can be a very isolating activity, but what draws me to this symposium is the same thing that drew me to ISU's Creative Writing and Environment M.F.A.: the opportunity to interact with writers engaged with concerns of nature and the environment and to be professionally and personally nourished by their company and their work.*

**Commented [sc1]:** Jessica provides a clear description of the what, when, and where of her project early in her paragraph.

**Commented [sc2]:** This section shows a direct benefit to Jessica's academic goals.

**Commented [sc3]:** Jessica provides rationalization for why THIS particular experience is important.

2. Tyler was a Natural Resources major proposing to present his capstone research at a conference. The committee felt his response clearly articulated his goals for the experience and how this conference would help meet them.

Question: 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.

*Tyler's Response: Over the past year, I have worked to complete my Senior capstone project examining "The Effects of Native Herbivores of Eastern Hemlock Seedlings and Surrounding Plant Communities". Now that I have completed this work, it is my goal to share the information I have gained with the wider scientific community. The best place for me to do so is at NCUR. At this conference I will be able to share my research with an international community of students, professors, and researchers while also improving my communication skills. This conference will also be a great opportunity to meet professionals and dedicated students in a large array of scientific fields, therefore increasing my professional network. There is a graduate and professional school fair at the conference as well. This is a great place to look for graduate opportunities that will advance my career. My last goal for this project is to publicize Northland College and spread the name of our small school to many who have probably never heard of it before.*

**Commented [sc4]:** Tyler's first goal is not a benefit to him, but to others in the scientific community. While this doesn't answer the question directly, this depth of consideration impressed the committee

**Commented [sc5]:** Goal two

**Commented [sc6]:** Goal three

**Commented [sc7]:** Goal four

**Commented [sc8]:** Tyler has included a total of five goals. Three directly answer the question, which is required, and the other two show that he has thought about how to maximize this opportunity.

### **Sharing Your Experiences with the Northland Community**

Adrienne submitted a proposal to attend a women's leadership conference. Her response below received excellent remarks from the committee:

Question: 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, 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.

*Adrienne's Response: I think that this experience will be an important one to share with my fellow students and other members of the Northland community. I have talked with the editors for Drifts about an article about the conference in the paper. My article will discuss the experience I had at the conference, as well as the particular issues that were*

**Commented [sc9]:** Adrienne outlines a specific plan, gives an overview of the content, and commits to a specific date, as the instructions ask.

addressed about women in the media, gender parity in politics and other leadership positions, and what we can do to move forward and create greater gender equality in our community. I will submit my article to them by November 7th and it will run in the November issue of the paper. I am also encouraged that, at the conference, I will learn and develop other ways in which I can make this conversation an ongoing one at Northland and in the greater Ashland community. This conference will also undoubtedly give me much to contribute in the classroom and within the Sociology department, which I will be glad to share with my classmates.

**Commented [sc10]:** This alone would not have been a strong answer, but because Adrienne committed to a specific plan, the committee appreciated hearing her other ideas for how this experience might benefit the Northland community.

### **Budget Request and Rationale:**

Katherine applied to an environmental writer's conference. Below is an example pulled from Katherine's budget rationale that the committee found exemplary.

Question: 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.

Katherine's Response:

- **Conference Registration:** A registration fee of \$550 covers four days of the conference (Wed late afternoon through Sun mid-afternoon), including 4 morning writing workshops, a brief individual writing conference with Richard, and other activities to be announced. Registration fee covers only Wednesday dinner and Sunday lunch. ([http://www.umd.edu/ewi/app\\_info.aspx](http://www.umd.edu/ewi/app_info.aspx))
- **Travel in personal vehicle (140 miles):** I will drive to and from the Duluth Airport, a 70 mile trip.
- **Meal costs:** I will have to provide all but two meals during the conference. I will use the kitchen at the hostel to prepare meals.
- **Lodging costs:** I am staying at Hutchins Hostel, which is a few blocks from the University of Montana and the least expensive lodging in Missoula, at \$29 per night.
- **Flights:** I am flying because it is the fastest way to get to and from Missoula, so I will miss the least amount of class.
- **Other travel costs:** I will park my car at the Duluth airport for 6 days, at \$9 per day. (<http://www.duluthairport.com/airport-parking.php>)

**Commented [sc11]:** All funding items are listed, and details are provided about each one.

**Commented [sc12]:** Showing efforts to keep the budget down is considered part of Katherine's contribution to the project.

**Commented [sc13]:** Attention to details such as this shows the committee that Katherine is likely to be successful in the project. If an applicant does not request funding for items such as parking at an airport, shuttles, parking fees at a hotel, etc., the applicant will be responsible for these fees.

## **Budget**

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; Travel; Summary). Fill out each section, listing all of your expenses for the project. Include costs you are covering personally, or through other sources.

Within the budget, there are a variety of formulas already embedded. For example, when calculating the costs for meals, you will see the following table:

Meal Costs			
	# of meals	Cost	Cost
Breakfast	0	\$5.00	\$0.00
Lunch	0	\$8.00	\$0.00
Supper	0	\$12.00	\$0.00
	# of days	Cost	Cost
Camping/Kitchen	0	\$10.00	\$0.00
Total Food			\$0.00

**Commented [sc14]:** If you need to provide a short explanation for a cost, you can click in the adjacent box to the table and type.

By adding a number in the ‘# of meals’ column, the table will automatically total the cost. The formulas will also automatically total the costs at the end of each section, and in the Total Project Costs line under the Summary section.

Attempt to capture the total project cost, and then list ALL sources of other funding. For example, if you are volunteering at a conference to reduce the cost of attendance, you would add the total cost of registration to the total, and then add a line subtracting this amount under the other funding section. This allows the committee to see your full contribution to the experience.

## Budget Documentation

The best way to submit documentation is by creating one PDF or Word document which contains all budgeted items. It is also acceptable to scan brochures and save them as separate documents. Web links are not acceptable and anything that is unreadable is also not acceptable.

Below is an example pulled directly from Brittany’s application for attendance and travel to a conference. The documentation shows the costs. In addition, the applicant added a short description below each item so that the committee knows what they are looking at. (Note: Images have been shrunk to fit on page. When submitted, they were large enough to read all details)

Brittany A. Beres - Outlook x www.orbitz.com - Trip de x How do I take a picture of x

Orbitz LLC US https://www.orbitz.com/book/bookingpath?execution=e1s1

**ORBITZ** Search results Trip details Customize trip Traveler info Review and book Confirmation

### Phoenix Trip Details: Flight

[See different flights](#)

#### Flight

Leave	Fri, Feb 22	Total time: 3hr 19min
Depart 2:40 PM	Minneapolis, MN, United States Minneapolis-St Paul Intl (MSP) Terminal 1	US Airways 456 Economy Airbus A320 On-time performance: 93% 1,274 mi 3hr 19min <a href="#">Seat map</a>
Arrive 4:59 PM	Phoenix, AZ, United States Sky Harbor Airport (PHX) Terminal 4	
Return	Sun, Feb 24	Total time: 3hr 19min
Depart 4:00 PM	Phoenix, AZ, United States Sky Harbor Airport (PHX) Terminal 4	US Airways 53 Economy Airbus A321 1,274 mi 3hr 19min <a href="#">Seat map</a>
Arrive 8:01 PM	Minneapolis, MN, United States Minneapolis-St Paul Intl (MSP) Terminal 1	

[Baggage fees are NOT charged at booking.](#)

**Package Savings! Save even more when you add a hotel now!**  
Get discounted rates you won't find by booking flight and hotel separately.

**Prices are for your selected Flight + Hotel**  
Check-in: Fri, Feb 22, 2013. Check-out: Sun, Feb 24, 2013. Nights: 2. Guests: 1. Rooms: 1  
[Search all 299 Phoenix hotels](#)

[Talking Stick Resort](#) Phoenix

#### Your current trip cost

Flight Airfare Ticket(1) (Adult: 1)	\$399.80
<b>Total due at booking</b>	<b>\$399.80</b>
<a href="#">Taxes and fees included</a>	
<a href="#">Price Assurance</a>	
Additional <a href="#">baggage fees</a> may apply.	

#### Trip Information

**Flight**

US Airways  
Leave Fri, Feb 22, 2013  
Return Sun, Feb 24, 2013  
Minneapolis (MSP) → Phoenix (PHX)  
Phoenix (PHX) → Minneapolis (MSP)  
[More Flight Details](#)

[ - ] Site Feedback

12:18 PM 1/16/2013

### Verification of the cost of the flight \$399.80

Brittany A. Beres - Outlook x www.orbitz.com - Trip de x How do I take a picture of x Garden Pool Certification x

www.gardenpool.info/events/95256392/

## Garden Pool Certification Course- Learn how to design, build, and run a GP!

Export Share

**Saturday, February 23, 2013**  
10:00 AM To 2:00 PM

**McClung Home**  
1605 W 7th Place, Mesa, AZ (map)  
Please park on 7th Place and enter through carport.

**Donation: \$250.00 per person**  
Refund policy

There are many folks who would like to design and build Garden Pools for themselves or others. We are proud to announce the official Garden Pool Design Certification Course that will be taught by the inventor of the Garden Pool system, Dennis McClung. This course will teach you everything you need to know to successfully design, build,

**Will you attend?**  
☒ YES ☐ NO  
0 guests  
Add a comment  
☐ I agree to the refund policy and will pay online now  
**RSVP**

**2 attending**

**Danielle McClung**  
GP TEAM LEADER, CO-ORGANIZER  
EVENT HOST

**Dennis McClung**  
GP TEAM LEADER, ORGANIZER  
EVENT HOST

**3 not attending** (see all)

**Mesa, AZ**  
Founded Sep 6, 2010

About us...

Garden Pools 495  
Group reviews 42  
Upcoming Meetups 3  
Past Meetups 45  
Our calendar

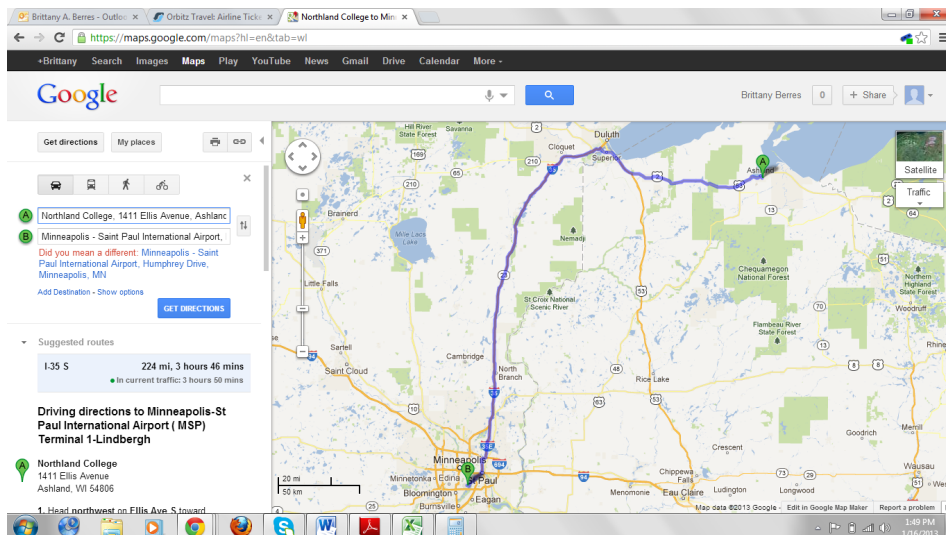
We're about:  
Eco-Conscious Acupuncture  
Environmental Awareness Home and Garden Green Building  
Permaculture New Urbanism & Sustainable Development Urban Zen Gardens Organic Gardening Urban Gardening Going Green and Improving Health Green Living  
Green Home Sustainability Urban Survival

Organizers:  
Dennis McClung  
Danielle McClung and 1 more

Contact

12:18 PM 1/16/2013

### Verification of the cost of the Garden Pool Certification Course \$250.00



Verification of the distance between Northland College and the airport I will be able to fly out of. Round trip will be 488 miles. The cost of this at \$0.25 per mile calculates out to \$122.00