



Individual Application Checklist

Individual Application form

- Your submitted file name should follow this format: **yourname.application**

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

- Your submitted file name should follow this format: **yourname.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: **yourname.mileagemap, yourname.hotel, etc.**

Faculty or Staff Recommendation form.

- 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: **yourname.recommendation.**

Participation Agreement (one from each group member seeking funding)

- Your submitted file name should follow this format: **yourname.participation**