**Parsonage Fund Application Questions**

This is the information you will be required to complete as part of the online Parsonage Fund application. We suggest typing your information into this document so you can edit, adjust, and save *before* submitting through the online form here: <https://my.northland.edu/careers/parsonage-fund/parsonage-fund-application-form/>

**Section 1 – Getting Started**

1. Is this a group or an individual application? (choose one)
   1. Individual
   2. Group – Group Leader
   3. Group – Individual Group Member

**About You**

1. Name (first, last)
2. Email (school email)
3. Student ID\*
4. What is your class standing? (e.g. freshman/first year, sophomore/second year, etc.)
5. Major
6. Minor
7. One of the Parsonage Fund eligibility requirements is for students to hold at least a 2.0 cumulative GPA. Do you meet this requirement?
   1. *Answer Options:* Yes / No

**About Your Group** *(this section will only appear if you identify yourself as an Individual Group Member)*

Each group member is expected to complete a separate application. Some information only needs to be provided by the group leader, such as the group budget and documentation.

1. Please list your fellow group members
2. Who is your group leader? (first/last name)
3. Group Leader Email

**About Your Group** *(this section will only appear if you identify yourself as the Group Leader)*

Each group member is expected to complete a separate application. Some information only needs to be provided by the group leader, such as the group budget and documentation.

1. Please list your fellow group members
2. All group members need to fill out a separate application in addition to this application. As a group leader, it is your responsibility to make sure each member completes their application. Your group’s application will not be considered complete until all group members have submitted their separate applications. The Parsonage Fund Review Committee is not responsible for following up with members who have not completed their application yet. The group leader only needs to complete the application once. *(check to indicate you understand and agree to this)*
   1. I understand

**Section 2 – Project Overview**

1. Project Title
2. What type of project is this?
   1. Conference
   2. Service Project
   3. Personal Enrichment
   4. Research Project
   5. Professional Development
3. Project Start / End dates
4. Is this a repeat experience?
   1. *Answer Options:* Yes / No

**Faculty or Staff Recommendation**

1. You are required to check in with your recommender about your project before submitting your application.

*(check to indicate you’ve completed this)*

1. Yes, we connected about my application.
2. Recommender Name (first / last)
3. Recommender Email

*(We’ll provide the recommender with a link to where they need to submit their recommendation, but the email address needs to be correct for it to make it to them. Please double check that you have entered it accurately.)*

**Section 3 – Project Details**

Develop short answers to the following question(s). There is no space limit to answer these questions. Please review the [Parsonage Fund Guidelines](https://my.northland.edu/careers/parsonage-fund/" \l "guidelines) and [Parsonage Fund resources](https://my.northland.edu/careers/parsonage-fund/" \l "resources) before completing this proposal.

1. Provide a detailed description of the proposed project, including important timelines, activities, and information about the organization the project is affiliated with, if applicable (organization mission statement, goals, etc.)
2. Why are you choosing to do this project? This should include information that provides the Review Committee with evidence of how this project is valuable to you.

**Goals**

Identify three clear personal or professional goals for your project. At least one goal should draw a direct connection between the project and your academic major, academic interests, or career exploration. *You will be required to reflect on these goals in your final report if you are funded.*

1. Goal One
2. Goal Two
3. Goal Three

**Conference Sessions**

Please discuss three sessions you will attend at the conference and why those sessions are important to you. Draw a direct connection between your academic major and/or additional interests and the proposed conference. *You will need to comment on these sessions in your final report.*

1. Session One
2. Session Two
3. Session Three

**Section 4 – Project Budget**

The Parsonage Fund has a specific budget template that you must use. [It’s available with other Parsonage Fund resources](https://my.northland.edu/careers/parsonage-fund/" \l "resources).

**Budget Resources**

1. I have reviewed the application checklist and resources, which includes the budget spreadsheet template.

*(check to indicate you’ve completed this)*

* 1. Yes.

1. What is the total amount you are requesting?
2. Upload your budget spreadsheet

*(Accepted file types: xlsx, xls, Max. file size: 96 MB.)*

1. Upload your budget documentation (receipts, email/text confirmations, etc) as a single pdf file.

*(Accepted file types: pdf, Max. file size: 96 MB.)*

**Section 5 – Finishing Up**

**Additional Information**

1. Optional: Is there any other information you would like the committee to consider when reviewing your application?

**Reporting**

Within two weeks of your project or conference being completed, you will need to submit a report about your experience. We use these reports to share what students are doing with the Parsonage family, assess the program, and help other students learn more about the Parsonage Fund. Failure to report will make you ineligible for future Parsonage funding.

1. Final Report – I will write and submit a report describing what I did that specifically addresses my three goals or conference sessions listed in my proposal application and how this experience benefits my educational and/or professional development. *(check to indicate you understand and agree)* 
   1. I agree
2. Marketing Content – I will post and/or share marketing content. This can be photos, a digital copy of a poster presentation, a link to a social media post you create, or other media that could be used for marketing purposes or in reporting to the Parsonage family. *(check to indicate you understand and agree)*
3. I agree
4. Resume Experience – I will submit an updated resume that includes my funded project/experience.

*(check to indicate you understand and agree)*

1. I agree
2. Failure to Report – I’ve read and understand consequences associated with not completing the required reporting as listed above. *(check to indicate you understand and agree)*
3. I agree

**Agreement**

1. Funding 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. I understand that due to the unpredictable nature of COVID-19, awards may require review and/or withdrawal by the College if a project becomes unsafe to complete, with funds being returned to the College. *(check to indicate you understand and agree)*
2. I agree
3. Waiver and Release for Outdoor Activities Acknowledgement – You must complete the [Waiver And Release for Outdoor Activity Participants](https://www.northland.edu/centers/soei/waiver-and-release-outdoor-activity-participants/) (adults and minors) whether your project will take place outdoors or not. All participants under 18 years of age must have a parent or legal guardian complete the form. *(check to indicate you understand and agree)*
4. I have read and submitted the Waiver and Release for Outdoor Activity Participants (adults and minors).