**2020 - 2021 Willamette University**

**Community Action Fund for Equity and Sustainability Proposal Form**

Last updated on 04/3/2021

The Community Action Fund for Equity and Sustainability (CAFES) Committee can only consider complete proposals, which include this proposal form with well written responses to each section, and a project budget spreadsheet available on the [CAFES website](http://www.willamette.edu/about/sustainability/community-action-fund-for-equity-and-sustainability/index.html) filled out correctly. The committee will only accept complete proposals via email ([community-action-fund@willamette.edu](mailto:community-action-fund@willamette.edu)).

As you develop your proposal, please contact the CAFES Committee’s Proposal Consultant, Sophie Goodwin-Rice <sjgoodwinrice> (please CC CAFES as well) if you have any questions in terms of the planning of your project, determining which application deadline to apply for, or other questions about the application process. We are happy to answer these questions.

Date Proposal Submitted:

Proposal Lead (main point of contact, may be a student)

Name:

Title & department (if employee):

Email:

Phone:

Student ID (if applicable):

WU graduate student? Y/N:

*The proportion of funds paid in from CLA, Law, or Atkinson will return to that school in the funding of projects. Any Project-Based Proposals coming from a graduate school is required to be collaborative between or beneficial to at least two schools.*

Proposal Title:

*Please use a descriptive title that clearly promotes the important aspects of your proposal.*

What need in our campus community is your proposal responding to?

*CAFES prioritizes projects, projects that benefit underserved groups on campus, and projects that do not have access to or sufficient funding from other sources.*

Project Description:

*Please describe your project in detail. Do not assume that our committee has prior knowledge of your issue, group, or service. Justify requests for specific types of funding listed in the budget.*

How would your project be briefly described on our website?

Project Timeline

*Describe the timeline for your project. Be as specific as possible, and include a date when spending of funds would be completed. Please apply at least one month before you need funding.*

*Completion date: (mm/dd/yyyy)*

Supplementary Materials (optional)

*If necessary include supplementary materials like a job description, program summary, report on previous projects, syllabus, etc. Please include this as a separate attachment when submitting your proposal to community-action-fund@willamette.edu.*

Benefit for WU Students

*Please describe in detail how your project would benefit the University community including undergraduate, LAW and/or MBA Early Career students. Please consider the following in your description:*

* *If your project is happening off campus, how will you share your experience with our community?*
* *Does your project benefit historically underrepresented individuals or groups on campus?*

*In your final project report, you will be asked to describe outcomes, e.g., the number of people who actually participated, lessons learned, and other qualitative benefits. Please estimate here in as much detail as possible what you hope to accomplish.*

Marketing

*What is your marketing plan (if appropriate to your proposal)? How will you communicate about your project to others? (If your project is funded, please use the CAFES logo or note that we are a funder on all marketing materials)*

Project Sustainability (optional):

*If this is intended as an ongoing project, how will you sustain it when the grant period is over? Both in terms of (1) financial resources and (2) campus stakeholders who will carry this project forward in the future?*

Project Stakeholders

*The CAFES Committee may share your proposal with administrators, faculty, student leaders, and others it deems to be ‘stakeholders’ for the proposed project. Please list all staff, faculty, and other individuals not identified above but who have been involved in developing and/or reviewing this proposal or previous versions, or who you believe will likely be involved in its implementation if funded. Copy the section below as needed to list multiple stakeholders.* ***Please note:*** *any stakeholder you list should be* ***someone who is already aware of your proposal,*** *and in some instances has given preliminary approval to certain aspects of the proposal when required.*

Stakeholder Name:

WU department (or organization name if outside WU):

Contact email and phone:

Describe this person’s role in the development of this proposal?

Likely role in implementing project (if any):

Designated P-Card Holder (staff or faculty only)

*For the purposes of accounting and transparency the CAFES Committee requires projects to spend approved non-wage funds using a university credit card (“p-cards”) whenever possible. P-cards are only issued to non-student employees who, if listed below, have already agreed to be a party to this proposal for the purposes of using their p-card to spend approved non-wage funds. The p-card holder may also be the project coordinator. If this proposal is being developed by a student or student group unaffiliated with an academic or business unit, please contact Lisa Holliday, Associate Dean of Student Affairs, to determine if a Student Activities administrator can provide this service for your proposal.*

P-Card Holder Name:

Title & Department:

Email Address:

Contact Phone Number:

Student Employee Supervisor

*Please contact the CAFES Committee’s Proposal Consultant should you have questions regarding student wages. Currently, student wages can only be paid if students are hired by a supervisor and report hours. Please identify the university employee who has already agreed to hire and supervise student employees and approve timesheets. The supervisor may also be the project coordinator and/or the designated p-card holder.*

Name:

Title & Department:

Email address:

Contact Phone Number:

Project Budget

*Describe and justify your budget on Google Sheets, download a copy then edit. For the 2020-2021 project year we have standardized student wages at $12.00/hour (the living wage in Marion County), please use that amount on your budget spreadsheet if your project includes student wages.*

*Optional: Use the space below to describe other sources of funding (or “in-kind” support) for your project or for further explanation of budget needs that do not fit into the Google Sheet.*