

# 2023 - 2024 Willamette University Community Action Fund for Equity and Sustainability Proposal Form

Last updated on 07/07/23

Please read prior to completing application:

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](#) filled out correctly. Please apply at least one month before you need funding. The committee will only accept complete proposals via email ([community-action-fund@willamette.edu](mailto:community-action-fund@willamette.edu)).

You must apply for funding on one of the following deadlines during the 2023-2024 school year. It takes 1-2 weeks for the committee to review proposals at each deadline. If approved, projects can take an additional 1-2 weeks for funding to be transferred into an account. Please plan projects and timeline accordingly.

### Fall 2023 Deadlines:

Saturday, October 14th at 11:59 PM  
Saturday, November 18th at 11:59 PM

### Spring 2024 Deadlines:

Saturday, February 17th at 11:59 PM  
Saturday, March 16th at 11:59 PM

We highly encourage all applicants to read the "[Tips for Writing a CAFES Proposal](#)" on our website, which includes an example budget and proposal sheet to get a better understanding of the grant writing process.

As you develop your proposal, please contact the current CAFES Committee's Proposal Consultant, [Emma Burtin](#) (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: (mm/dd/yyyy)

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

Name:

Title & department (if employee):

Email:

Phone:

WU graduate student? Y/N:

Proposal Title:

*Please use a brief 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 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, provide links to sites if applicable.*

How would your project be briefly described on our website? (2-4 sentences):

*Look at the [CAFES project archives](#) for past projects and their descriptions.*

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.*

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

Date	Description of Project Timeline + Spending Justifications	Additional Notes

Project Budget

*Describe and justify your budget on Google Sheets, download a copy then edit. For the 2023-2024 project year we have standardized student wages at \$14.20/hour (the minimum wage in Marion County), please use that amount on your budget spreadsheet if your project includes student wages.*

*Use the space below for any further explanation of budget needs, or to provide links to products, services, etc. that are relevant to your project budget.*

*If applicable, use the space below to describe other sources of funding (or “in-kind” support) for your project.*

### 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? Note: All materials from funded projects must have the CAFES logo present. This includes posters, social media posts, fliers, etc.*

### Project Sustainability:

*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?*

### Supplementary Materials (optional)

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

### 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. 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:

Signature: \_\_\_\_\_ (shows that they are aware of your project and support it, not required, but useful for the committee to review)

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:

Signature: \_\_\_\_\_ (required, either upload a scan of the signature or sign electronically with a program; ex. Adobe Acrobat "Adobe Sign")

### 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:

Signature: \_\_\_\_\_ (required, either upload a scan of the signature or sign electronically with a program; ex. Adobe Acrobat "Adobe Sign")