**2022-2-23 Willamette University**

**Community Action Fund for Equity and Sustainability**

**Mini Grant Proposal Form**

The Community Action Fund for Equity and Sustainability (CAFES) is rolling out a new initiative this spring: Mini Grants! Mini Grants are meant to provide one-time, easy funding for simple projects that the Willamette community is encouraged to apply for. Projects applied for must meet the following criteria to be eligible for a CAFES mini grant:

* Intended for one-time, simple projects
* Range of $10- $300 allocated for mini grants.
* No student employee wages or leadership award funding
* Rolling application deadline, 15 projects maximum funded per semester
* Anticipate funding allocation 2 weeks after submission (one week for the committee to review the proposal, and one week after project approval and signature of the Letter of Agreement)

The Mini Grant deadline is rolling, and applications will be considered **Friday, November 18th at 11:59 PM.** As stated before, please keep in mind the 2 week grace period after applying for a mini grant.

The 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).

As you develop your proposal, **please contact the CAFES Committee’s Proposal Consultant** (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.

**\*required sections**

\*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(s) in our campus community is your proposal responding to? (2-3 sentences:

*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:

***In 350 words or less,*** *please describe your project. 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? (2-3 sentences):

\*Project Timeline:

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

\*Project Budget

*Describe and justify your budget on the Mini Grant Budget template Google Sheet, download a copy then edit.*

*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.*

\*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 questions in your description:*

* *How does your project encompass aspects of equity and sustainability?*
* *How 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 (optional):

*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 Stakeholders (optional):

*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 Students, to determine if a Student Engagement & Leadership 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”)