Club/Organization
Example Funding Proposal

Cover Sheet

(Insert Project Title Here)
(Insert Club/Organization Name Here)

Submitted By:
(Insert Name Here)

Submitted On:
00/00/0000
I. Identification of Sponsors
   a. Project Sponsors (insert project sponsors and contact information below)
      1. John Doe
         (xxx) xxx-xxxx
         johndoe@students.reinhardt.edu
      2. Jane Doe
         (xxx) xxx-xxxx
         janedoe@students.reinhardt.edu
   b. Faculty/Staff advisor (insert faculty/staff contact information below)
      1. Johnny Sponsor
         Title
         (770) 720-xxx
         johnnysponsor@reinhardt.edu
   c. Project Manager (identify manager below, could also be a project sponsor)
      1. John Doe

II. Description of Proposed Project
   a. General Description of Proposal
      Please insert an overview of the proposal here, including the purpose and goal(s) of
      the project in relation to one or more of the following four areas: Communication,
      Critical Thinking and Inquiry, Society and Culture, and Values and Ethics.
   b. Proposal Details
      Please insert project details here.
   c. Proposed location for the object of the proposal
      Describe location; include photos, diagrams, or maps if desired.
   d. Alternative Uses
      Please describe any alternative uses for the proposed project.
   e. Drawbacks
      Please include any potential issues that may arise prior to project implementation,
      during implementation period, or after project completion. Also include any issues
      that could diminish the justification of the project, and an explanation should
      accompany each drawback.
   f. Necessary modifications to existing structures
      Please describe any necessary modifications to existing structures if applicable.
III. **Estimated Cost of the Project** (please give the estimated cost of the project)

   a. **Provisions of Alternatives in Order of Preference**
      Please describe alternatives in the case that insufficient funding is available.

   b. **Provisions of Complete Cost Breakdowns**
      Please insert a detailed cost breakdown here

   c. **Provisions of any Ongoing Costs**
      Please describe how any ongoing costs will be paid, and the duration required.

IV. **Estimated Completion Time of Project**

V. **Estimated Life of Project**
   Once completed, how long will the project last?

VI. **Justification of Project**
   How will the proposed project benefit students of Reinhardt University and/or the University community

VII. **University Support** (if applicable)
   Signed letter(s), or email(s), of support from appropriate administrator(s), as necessary. The letter(s) of support should detail any ongoing commitments, maintenance, support, or costs associated with the proposal that will be assumed by the University.)