**THE WKU SISTERHOOD**

**FUNDING APPLICATION PROCESS**

**BACKGROUND**. The WKU Sisterhood is a group of women with shared values who

enjoy collaborating to advance the mission of WKU. Members pool their financial gifts

and award funds to at least one university designation annually maximizing the impact of their philanthropy. Each member of the program has an opportunity connect with and learn about university priorities. Members have an equal voice on how the pooled funds

of the WKU Sisterhood are distributed annually to the university community.

**APPLICATION PROCESS**. The WKU Sisterhood invites the students, faculty and staff of WKU to apply for funding during the 2016-17 academic year. \*No less than $35,000 will be distributed at the 2016 annual meeting.

\**At the Business Luncheon, the voting members of the WKU Sisterhood reserve the right to present multiple awards, if they so choose, and are granted the option of determining the increments of each award.*

**ELIGIBILITY**. Eligible projects must:

* Be affiliated with WKU in some manner.
* Identify one full-time faculty or staff member of WKU to act as the primary point of contact/responsible party for the funds.
* Receive the endorsement of the department head and dean or vice president of the respective area.
* Electronically submit a complete application to sisterhood@wku.edu no later than **October 10, 2016**.
* Provide a detailed line-item budget for a suitable project that fully utilizes the amount of the award ($35,000+).
* Five finalists will be invited to present their proposals to the voting members of the WKU Sisterhood at their annual fall meeting. The five finalists must be present to be considered for the award.
* The successful project must provide a status update to the full membership of the WKU Sisterhood during the next annual meeting.
* The successful project must provide appropriate signage and acknowledgement of the WKU Sisterhood’s support in all promotional/printed materials affiliated with the project.

**QUESTIONS**. Questions related to the funding application or inquiries about how to join the WKU Sisterhood may be directed to:

Amy S. Miller

Office of Development, WAB 123

270-745-5990 amy.miller@wku.edu

***Thank you for your interest in the WKU Sisterhood!***

**THE WKU SISTERHOOD**

**FUNDING APPLICATION**

Thank you for your interest in the WKU Sisterhood. Please complete all portions of the

following application and return electronically to sisterhood@wku.edu no later than 4:30

p.m. on **October 10, 2016**. All limitations related to responses will be strictly

enforced. Acronyms should be defined with the first usage. Only one application will be

considered from any individual or student organization per fiscal year.

**RESPONSIBLE PARTY**

RESPONSIBLE FACULTY/STAFF MEMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ COLLEGE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CAMPUS MAILING ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CAMPUS PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROJECT INFORMATION**

NAME OF PROJECT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL AMOUNT OF MONEY REQUESTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NUMBER OF PEOPLE THE GRANT WOULD HELP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WHAT POPULATION WOULD IT HELP THE MOST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROJECT GOAL (BROAD STATEMENT OF THE PROJECT’S INTENT AND/OR

PURPOSE RELATED TO THE IDENTIFIED NEED):

HOW DOES THIS PROJECT SUPPORT THE VISION OF WKU? WHY IS YOUR

PROJECT IMPORTANT TO THE WKU COMMUNITY? (700 CHARACTER MAXIMUM)

INDICATE THE NUMBER OF PEOPLE WHO WILL BENEFIT FROM THIS PROJECT

IN EACH CATEGORY:

FACULTY \_\_\_\_\_\_\_\_\_\_

STAFF \_\_\_\_\_\_\_\_\_\_

STUDENTS \_\_\_\_\_\_\_\_\_\_

ALUMNI \_\_\_\_\_\_\_\_\_\_

OTHER \_\_\_\_\_\_\_\_\_\_ PLEASE DESCRIBE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL \_\_\_\_\_\_\_\_\_\_

INDICATE THE NUMBER OF PEOPLE WHO WILL BE INVOLVED WITH THIS

PROJECT IN EACH CATEGORY:

FACULTY \_\_\_\_\_\_\_\_\_\_

STAFF \_\_\_\_\_\_\_\_\_\_

STUDENTS \_\_\_\_\_\_\_\_\_\_

ALUMNI \_\_\_\_\_\_\_\_\_\_

OTHER \_\_\_\_\_\_\_\_\_\_ PLEASE DESCRIBE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL \_\_\_\_\_\_\_\_\_\_

DOES YOUR PROJECT INVOLVE OR HAVE AN IMPACT ON ANOTHER ENTITY,

EITHER INTERNAL OR EXTERNAL TO WKU? BRIEFLY DESCRIBE THE ROLE OF

EACH ENTITY. (700 CHARACTER MAXIMUM)

STATE HOW THIS PROJECT WILL HEIGHTEN THE VISIBILITY OF WKU IN THE

EXTERNAL COMMUNITY. (700 CHARACTER MAXIMUM)

WHAT IS THE LONG-TERM IMPACT THAT THIS PROJECT WILL HAVE AT THE

UNIVERSITY? (700 CHARACTER MAXIMUM)

**EVALUATION**

**ACTIVITIES**. IN ORDER TO ADDRESS THE NEED/ISSUE, I/WE WILL CONDUCT

THE FOLLOWING ACTIVITIES (3-5 BRIEF BULLET POINTS)

**MEASURABLE OUTCOMES**. I/WE EXPECT THE LISTED ACTIVITIES WILL LEAD

TO THE FOLLOWING CHANGES. MUST BE SPECIFIC AND MEASURABLE AND

ATTACHED TO A CHANGE IN BEHAVIOR, KNOWLEDGE, AND/OR AWARENESS (3-

5 BRIEF BULLET POINTS)

**METHOD OF EVALUATION**. I/WE WILL USE THIS TOOL/METHOD TO MEASURE

THE ANTICIPATED CHANGE (3-5 BRIEF BULLET POINTS):

**IMPACT**. I/WE EXPECT THAT THIS PROJECT WILL LEAD TO THE FOLLOWING

FUNDAMENTAL CHANGES IN THE WKU COMMUNITY (3-5 BRIEF BULLET

POINTS):

**PROJECT FUNDING AND BUDGET**

ARE YOU SEEKING OR HAVE YOU OBTAINED OTHER SOURCES OF FUNDING

TO CONDUCT THIS PROJECT? IF YES, PLEASE DESCRIBE. (350 CHARACTER

MAXIMUM)

DO YOU SEE THIS PROJECT AS A PILOT PROJECT OR SPRINGBOARD FOR

OTHER FUNDING? IF YES, PLEASE DESCRIBE (350 CHARACTER MAXIMUM)

PLEASE ENTER THE AMOUNTS REQUIRED IN EACH CATEGORY FOR THE

TOTAL PROJECT BUDGET:

PROFESSIONAL FEES/SERVICES \_\_\_\_\_\_\_\_\_\_\_

GENERAL SUPPLIES/MATERIALS \_\_\_\_\_\_\_\_\_\_\_

EQUIPMENT \_\_\_\_\_\_\_\_\_\_\_

TRAVEL \_\_\_\_\_\_\_\_\_\_\_

OTHER (PLEASE DESCRIBE BELOW) \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**TOTAL AMOUNT REQUIRED FOR PROJECT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

PLEASE ENTER THE AMOUNTS REQUESTED IN EACH CATEGORY FROM THE

WKU SISTERHOOD:

PROFESSIONAL FEES/SERVICES \_\_\_\_\_\_\_\_\_\_\_

GENERAL SUPPLIES/MATERIALS \_\_\_\_\_\_\_\_\_\_\_

EQUIPMENT \_\_\_\_\_\_\_\_\_\_\_

TRAVEL \_\_\_\_\_\_\_\_\_\_\_

OTHER (PLEASE DESCRIBE BELOW) \_\_\_\_\_\_\_\_\_\_\_

**NUMBER OF PEOPLE IMPACTED: \_\_\_\_\_\_\_\_\_\_\_\_**

**TOTAL AMOUNT REQUESTED FROM THE WKU SISTERHOOD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPROVALS**

I have conducted a thorough review of the attached proposal and deem that it is of high

merit and a true priority. I am willing to respond to any questions related to this

proposal from the WKU Sisterhood.

PRINTED NAME OF DEPARTMENT HEAD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF DEPARTMENT HEAD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINTED NAME OF DEAN/VP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF DEAN/VP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RETURN APPLICATION TO:**

[**sisterhood@wku.edu**](mailto:sisterhood@wku.edu)

**or send campus mail to:**

**Amy S. Miller**

**Attn: WKU Sisterhood**

**WAB 123**