Project Submission Guidelines: Humboldt Loyalty, Parent & Family Funds
2014-15

Because of the generosity of thousands of alumni and other supporters, the Humboldt Loyalty Fund and the Parent & Family Fund are able to support a variety of campus projects each year. Proposals are being solicited from across campus.

In the 2014-15 academic year, the University anticipates that these funds will support 10-12 projects with up to $20,000 per project.

Project proposals should be submitted to the relevant academic Dean or Vice President. Deans and Vice Presidents will rank proposals they receive. New this year, donors to these funds will also have the opportunity to rank the proposals. The donors' aggregate rankings will be submitted to the Deans and Vice Presidents as an advisory voice in their discussions. The funding recommendations of the Deans and Vice Presidents will be submitted to the President who will make the final decision.

Guidelines for project proposals are below. Proposals will be accepted by Deans and Vice Presidents through March 7, 2014 and a decision on funding will be made by April 30, 2014.

Guidelines

- Submit to your Dean or relevant Vice President:
    1) A description of the project (maximum length 400 words)
    2) An abbreviated project description (maximum length 50 words) to be used in the "Donor Voice" project
    3) A Statement of Impact describing the project's breadth of impact (i.e. the number of students/departments affected
    4) A line-item budget. Project budgets should account for the 4 percent charge for processing and accounting.

- Projects should relate to the overall campus vision and current priorities.
- Projects should fulfill the general desire of alumni and family donors to enhance the student experience at Humboldt, in the classroom and beyond. Examples include but are not limited to: classroom technology, teaching materials and supplies, books, software, lab equipment, special speakers, workshops.
- Projects that benefit many students will be given strongest consideration.
- Funding is for up to $20,000 per project and is for one-time costs only. If ongoing funding is required, the proposal should describe its source.
- Funding for research projects must be used to support the work of students.
- Funding is not available for release time, for recurring activities, or for social events. A small portion may be set aside for directly related hospitality.
- Proposals may be for funds to supplement or leverage funding from other sources.