



Washburn Women's Venture Partners

REQUEST FOR PROPOSAL

Washburn Women's Venture Partners support campus projects which **enhance learning opportunities** that:

- improve the educational environment;
- acquire much needed equipment or technology lasting up to or beyond three years;
- support campus initiatives not met in the normal budget process;
- and address other unmet needs.

The primary focus for WWVP is on projects that benefit a broad number of students. The organization does not typically fund travel or scholarships. WWVP usually funds projects that range from \$100 to \$5,000. If a project is over \$5,000, it may still be proposed, but it is recommended the requester provide partial funding alternatives. Both faculty and students are eligible to apply.

All proposals must be pre-approved by the Vice President of Academic Affairs, the Vice President of Student Life, Athletic Director, or President in accordance with university priorities. Proposals are due by **5 p.m. on Friday, Feb. 25, 2022**. Requesters may submit either a signed physical copy to the Washburn University Alumni Association and Foundation (1729 SW MacVicar, Topeka, KS 66604) or a digital copy to Beth Mathews at bmathews@wualumni.org.

Name of project: _____

Date submitted: _____

Person(s) writing the proposal: _____

Phone: _____ Email: _____

Department affiliation: _____

My project will be overseen by:
____ University Administration
____ (School/College of _____)
____ Washburn Tech

Amount requested: _____ Projected # of students impacted: _____

NO EXCEPTIONS - Proposals **MUST** be approved and signed by the appropriate authorizing university official (a vice president, the athletic director, or the president) **BEFORE** they are delivered to WWVP at the Washburn University Foundation.

Title and signature of authorized University official

Please attach a brief description (maximum 2 pages) of your proposal addressing each of the following topics specifically and succinctly: (proposals will be evaluated on these topics)

- Overview – describe the rationale behind your proposal
- Need – (1) describe the need that the funding will address; (2) are funds for this also being requested to the university through the normal budget process
- Benefits/Outcomes – describe the anticipated results including the number of Washburn students who will benefit
- Budget – include a detailed budget outlining all sources and uses of funds

After reading each description, please choose the category that best fits your project.

Educational Event – Any expense related to the organization and/or presentation of an event that is conducted for educational purposes. Examples would include a lecture, workshop, or a presentation.

Educational Equipment – Non-electronic educational equipment that will be used either inside or outside the classroom in support of curriculum or training.

Educational Materials – Anything other than technology or equipment requested to be used either inside or outside of the classroom that will be used in support of course curriculum and assignments.

Classroom Technology or Software – To be used specifically for classroom activities or assignments. Examples include professional software students can learn to use in the workplace, or specialized technology to advance education.

Non-Classroom Technology or Software – To be used for purposes not in a classroom setting but still beneficial to students. Examples would include a new computer for an organization or new advising software.

Furniture – Anything to sit on or store things in that is not technology.

Other – Any request that doesn't fit into one of the above categories.