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 Washburn students. 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.

Examples of project funding typically not funded are student travel, snacks or meals at an event, scholarships, or activities/events targeted for potential students rather than current Washburn students.

Both faculty and students are eligible to apply.

All proposals <u>must</u> be pre-approved and signed by the appropriate authorizing university official - Vice President of Academic Affairs, Vice President of Student Life, Athletic Director, or President in accordance with university priorities before being delivered/submitted to WWVP.

Proposals are due by **5 p.m. on Tuesday, Feb. 20, 2024**. 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 Ana Donley at **adonley@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 Washburn students impacted: _____ (required)
WWVP takes into consideration the number of students who will benefit from funding

<u>NOTE</u> - Amount requested should be dollar specific to the expense of the project, not the allowable grant limit.

Title and signature of authorized University official

_____

Please attach a brief description (maximum 2 pages) of your proposal addressing <u>each</u> 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. If purchasing equipment/supplies etc…please provide documentation of cost for requested items to be purchased.

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.

Questions? Please contact Ana Donley at ext. 2754 or <u>adonley@wualumni.org.</u>