

**Grant Program Application**

1. **The idea:** Provide a concise statement of the proposal. {50 words or less).
2. **Rationale:** Describe how the proposal aligns with and advances UB's mission and goals as outlined in the strategic plan.

3. **Partners:** List those campus offices, structures and individuals that need to be involved to assure the proposal's success.

1. **Impact:** Describe what will be different and what positive change is expected to occur as a result of the proposal's successful implementation.
2. **Implementation:** Outline the major (three to five) steps that need to occur in order for the proposal to be implemented.
3. **Resources:** Complete the budget worksheet including all of the support necessary for the proposal's implementation, including an itemized estimate of all related costs. Indicate whether external funding sources have been identified. A final budget report will be required from successful grantees at the conclusion of the project.
4. **Timeline:** Create a project timeline with start, end and milestone dates (if appropriate).
5. **Assessment:** Provide the success measures by which the proposal will be evaluated, including when and how the assessment will be undertaken. Written assessments will be required from all successful grantees at the conclusion of the evaluation period.
6. **Sustainability:** If successful, **e**xplain how the project will be sustained when UBF Grant funds are fully expended.