



## MIAD Grant Funding Request Form

Once the grant request has been approved by the Vice President overseeing your department, please complete the Grant Funding Request Form and send it to the Grant Manager ([marenknutson@miad.edu](mailto:marenknutson@miad.edu)). Please copy the Vice President for Institutional Advancement ([tracymilkowski@miad.edu](mailto:tracymilkowski@miad.edu)) and the Vice President overseeing your department.

### **Grant Questions**

Please provide a brief description of the project.

Is this a new or existing project?

Please provide an estimate of the overall budget and how much funding is needed.

When is funding needed?

Who will be the primary contact/lead for this project?

If the project is approved and a grant opportunity is found, will you be able to provide a high level of detail, such as the following:

- What is the purpose and anticipated impact of the project?
- Who is the anticipated audience, and how many people will this project serve?
- Where will this project take place?
- What is the timeline for this project, including both planning and implementation?
- How does the grant initiative support the mission and strategic direction of MIAD?
- How will the project be evaluated to show measurable change(s) taking place during the period of grant funding that can be attributed to the program?
- Are you partnering with external organizations?
- Can you provide a detailed project budget?

\*\*Please note that additional information might be needed based on the information required by a specific funder.



**Signatures:**

\_\_\_\_\_  
Faculty/Staff Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grant Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President for Institutional Advancement

\_\_\_\_\_  
Date

Please return to Maren Knutson, Grant Manager