

**Club/Organization**  
**Example Funding Proposal**

**Cover Sheet**

(Insert Project Title Here)  
(Insert Club/Organization Name Here)

**Submitted By:**  
(Insert Name Here)

**Submitted On:**  
00/00/0000

## **I. Identification of Sponsors**

### **a. Project Sponsors (insert project sponsors and contact information below)**

1. John Doe  
(xxx) xxx-xxxx  
johndoe@students.reinhardt.edu
  
2. Jane Doe  
(xxx) xxx-xxxx  
janedoe@students.reinhardt.edu

### **b. Faculty/Staff advisor (insert faculty/staff contact information below)**

1. Johnny Sponsor  
Title  
(770) 720-xxx  
johnnysponsor@reinhardt.edu

### **c. Project Manager (identify manager below, could also be a project sponsor)**

1. John Doe

## **II. Description of Proposed Project**

### **a. General Description of Proposal**

Please insert an overview of the proposal here, including the purpose and goal(s) of the project in relation to one or more of the following four areas: Communication, Critical Thinking and Inquiry, Society and Culture, and Values and Ethics.

### **b. Proposal Details**

Please insert project details here.

### **c. Proposed location for the object of the proposal**

Describe location; include photos, diagrams, or maps if desired.

### **d. Alternative Uses**

Please describe any alternative uses for the proposed project.

### **e. Drawbacks**

Please include any potential issues that may arise prior to project implementation, during implementation period, or after project completion. Also include any issues that could diminish the justification of the project, and an explanation should accompany each drawback.

### **f. Necessary modifications to existing structures**

Please describe any necessary modifications to existing structures if applicable.

**III. Estimated Cost of the Project** (please give the estimated cost of the project)

**a. Provisions of Alternatives in Order of Preference**

Please describe alternatives in the case that insufficient funding is available.

**b. Provisions of Complete Cost Breakdowns**

Please insert a detailed cost breakdown here

**c. Provisions of any Ongoing Costs**

Please describe how any ongoing costs will be paid, and the duration required.

**IV. Estimated Completion Time of Project**

**V. Estimated Life of Project**

Once completed, how long will the project last?

**VI. Justification of Project**

How will the proposed project benefit students of Reinhardt University and/or the University community)

**VII. University Support** (if applicable)

Signed letter(s), or email(s), of support from appropriate administrator(s), as necessary. The letter(s) of support should detail any ongoing commitments, maintenance, support, or costs associated with the proposal that will be assumed by the University.)