



Michigan | Campus Compact

**44<sup>th</sup> Venture Grant Cycle**

**Application Questions – Informational ONLY – do NOT submit!**

Many constituents request the questions asked on the application so they may prepare before they fill out the online submission. Below are the questions that are asked online-this is informational only, do not submit this form.

1. **Name of MiCC member institution**
2. **Information about the project director**  
Name & title  
Address including city, state and zip code  
Telephone number and email
3. **Information about the project advisor (only for student/student organization-written proposals)**  
Name & title  
Address including city, state and zip code  
Telephone number and email
4. **Information about the authorized institutional fiscal officer responsible for the funds**  
Name & title  
Address including city, state and zip code  
Telephone number and email
5. **Project name**
6. **Project description** (short paragraph on who is involved, what they will do and why it is important)
7. **Type of project** – Your choices are Community Service, Service-Learning, and/or Civic Engagement
8. **Program type** – Your choices are expanded program or new program
9. **Funds requested and match funds obligated**
10. **Project start date and project end date**
11. **Number of:** students involved, community members involved, faculty/staff involved, individuals served, and anticipated service hours.
12. **Venture Grant Proposal Narrative:** The proposal narrative describes the project in detail. It may be no longer than six (6) double-spaced pages or 1,500 words. Include all details of the following components (details found on the RFP): *need, project, impact, evaluation and sustainability.*

**13. Venture Grant Budget Outline:** You must provide a detailed budget and budget narrative for each proposal submission. A sample budget and budget narrative is provided at <http://www.micampuscompact.org/venture.aspx>.

*Please note that Venture Grant dollars should not be requested for the purchase or lease of computer equipment, to supplant salaries or reimburse for release time of those involved in service projects, to pay students to serve or for tuition scholarships. Faculty/staff/student time may be used as part of the match, but for no more than 75% of the entire match. Given the relatively small amounts MiCC is able to award through Venture Grants, indirect/overhead are not considered an allowable expense. Rather, MiCC expects to see those costs as a component of the campus (in-kind) match, supplementing direct project/program costs.*

<u>ITEM</u>	<u>GRANT REQUEST</u>	<u>MATCH</u> 100% required: specify in-kind or cash	<u>DESCRIPTION</u>
<b>TOTALS:</b>			

**14. Venture Grant Budget Narrative:** Include a budget narrative detailing how funds will be used. A sample budget narrative may be found at: <http://www.micampuscompact.org/venture.aspx>.

**15. Submission Process:** All electronic applications must be submitted electronically here: <http://www.cvent.com/d/p4q1p4> no later than **5:00pm on Friday, April 3, 2015.**

**Contact Information**

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 Michigan Campus Compact  
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