Proposal and Project Guidelines

- Funding may be allocated to projects that directly address environmental, social, or economic sustainability on campus and/or in our community.
  - The Committee welcomes proposals from students, staff, and faculty.

- Funding will be distributed in the form of a P-card, and to access funding a p-card holder is required.
  - You must find an individual who is eligible to be a p-card holder. The p-card holder will then acquire a university p-card to pay for non-wage project expenses. Project p-card holders will be required to follow university p-card rules. If you are unable to identify an individual who is able to serve your project in this capacity, please contact Lisa Holliday, Associate Dean of Campus Life to determine if a campus life administrator can provide this service for your proposal.

- Projects must directly or indirectly engage/benefit undergraduate students of the Willamette University. The committee also welcomes proposals that involve and benefit Willamette graduate students, but because the GF comes exclusively from undergraduate student fees the committee will evaluate proposals on their benefit to the undergraduate student body first.
  - Benefits and impacts of proposed projects should extend beyond the group of individuals developing the proposal and ideally to the larger student body, campus, and community.

- Mini-grants are intended to support timely projects and should be spent in the academic year awarded. Extensions may be granted if requested and reasonable.
• Funds may be used for student hourly wages as long as the work is consistent with project goals and needs. The GF Committee may consider funds to be used for faculty/staff wages if necessary for project completion and/or realizing benefits for the undergraduate student body.

• The Committee aims to complement existing internal funding opportunities at Willamette University.
  o In addition to the following the guidelines and advice on this page, please take into consideration other internal funding opportunities as you develop your proposal. More information about other opportunities for students can be found at Student Academic Grants and Awards.