

**GONZAGA UNIVERSITY
FOUNDATION RELATIONS**

PROJECT CONCEPT WORKSHEET

This worksheet supports the development of grant funded projects that are in alignment with Gonzaga University’s mission and strategic priorities. Please route the original as indicated at the bottom of this sheet and keep a copy for yourself. If you have questions about possible sources, timelines, or any other aspects of the fund-raising process, please contact the Foundation Relations team.

Grant seeker Name/Title:	Phone:	
Department:	Email:	
Project Name:		
Summary: What do you need a grant for? What will you do? Why?		
Goals: Who will the project serve? What will you achieve?		
Estimated total cost: \$	External funding needed: \$	# of Gonzaga students served:
Timeline: Is this a new project, or have you requested funding before? When do you plan to start? End?		
Internal impact: Does this project require any resources from the institution? If yes, what kind and what amount?		
Priorities: How does the project fit your department and/or Gonzaga’s mission, current priorities and strategic plan?		
Prospects: Have you identified potential funding sources? Who?		
REVIEWED BY	SIGNATURE	DATE
Director/Chair Name/Title:		
Dean/VP Name/Title:		

RETURN TO: Foundation Relations, AD Box 98 or drop off in College Hall, room 032
 Contact: Carol Bonino, Director of Foundation Relations, by email: bonino@gonzaga.edu or phone x6394
 or Alli Riese, Assistant Director of Foundation Relations, by email: riese@gonzaga.edu or phone x6393