

When are the application deadlines?

Funding cycle	Application due	Interim update due	Final report due
Winter/Spring	November 10	April 1- May 1	June 15
Summer/Fall	March 1	October 1- November 10	January 15

Section 1: General Information

A. Name of student group and brief description (600 character max, include # of members, history of organization etc.):

B. Name of project to be funded:

C. Student Group affiliation: Undergraduate Graduate Both

D. Student applicant contact information

- Name:
- School Address:
- JHU Email address:
- Telephone:

G. Cost center and Fund/ Internal Order Number (Application will not be accepted without these numbers)

- Cost Center/Internal Order Number:
- Fund Number:
- Administrator of the account:
- Administrator's phone:
- Administrator's email address:

Section 2: Program/Project Definition

A. WHO: Identify the target schools/divisions, the target population and the cross-divisional aspects of the program/projects, if any. (Special consideration is given to projects that involve multiple schools/divisions)

B. WHAT: Provide a brief statement of the project's purpose. (1200 character limit)

C. WHEN/ WHERE: Describe the specific proposal for which funding is sought. Include the project date, location and types of activities. (1200 character limit)

section 2 continued

D. WHY: Describe why the proposal merits support from the Alumni Association. Also, why is this proposal important to your organization? (1500 character limit)

E. HOW: How will the Alumni Association be recognized? Be as specific as possible.

Section 3: Budget

A. Amount requested (maximum \$1500):

B. List prior funding history, with dates, from the Johns Hopkins Alumni Association:

Date	Amount Requested	Amount Received

section 3 continued

C. What other sources of funding will be/have been solicited for this proposal? If any of these funds have been received please provide the sponsor and amount. (For example, private or corporate donation, fund raising activity, or direct solicitation – be specific.)

Donor/ Sponsor	Amount Requested	Amount Received

D. Provide a detailed budget for those items for which funding is being requested.

Please note:

- It is not necessary to provide a detailed operating expense budget; you may include only those items for which funding is sought.
- The Committee does not fund living or travel expenses, honoraria, stipends or food/catering.
- Documentation may be requested for any item.

Item Description	# of Items	Cost per Item	Total Cost of Item
		Total	

Section 4: Signatures

I have read the criteria and guidelines for Johns Hopkins Alumni Association Student Grant and the completed Funding Application.

Signature of Applicant: _____

Once signing of the application is complete, applicant must email this document to the appropriate Project Monitor

As Project Monitor, I support this funding proposal.

Signature of Project Monitor: _____

Once signature of Project Monitor is complete, Project Monitor should email the completed application to Justin@jhu.edu.
All final applications should be electronically submitted by the Project Monitor and not the applicant.