Luther Sustainability Grant Fund – Application Checklist

Administration
☐ Project Director Name (Student), e-mail, major, and graduation year is included.
☐ Names of other project members are listed (please include major and graduation year)
☐ Project Sponsor(s) (Faculty or Department) with contact e-mail is listed
☐ There is a project title

Project Summary
☐ The project idea, current situation, operations and/or behaviors being addressed, and target beneficiaries are described.
☐ The project objective along with any anticipated environmental, social, and/or economic impacts are described.

Project Implementation
☐ A list of tasks needed to implement the project, the time frame, and individuals responsible for each is included.
☐ Benchmarks used to measure implementation progress are indicated.
☐ Listed departments/offices (please include contact names) that have been involved/informed while developing this project idea. Included is a description of the extent they have been involved and their approval of the project (signature required below).
☐ Identifiable threats to the success of the project and strategies to minimize/avoid these threats are discussed.
☐ A detailed marketing plan is included. If the project entails a service, marketing to generate users is addressed. Marketing samples (i.e. press release, bulletin announcement, web page content, 30-second radio announcement, 2-minute video, poster, flier) and/or plans for developing these are detailed.
☐ Measure success of the project is addressed including details on how and when these will be measured and reported. Please include who is responsible for this.
☐ Anticipated project start date, completion date is given (allowing more time than thought needed is probably a good idea)
☐ The expected life of the project (one-time event, reoccurring service, one-time purchase with yearly benefits, etc) is listed.

Project Budget/Signatures
☐ Grant request is clearly listed.
☐ Detailed total project budget is attached: one-time expenses (purchases, labor, etc), reoccurring annual expenses, and funding/labor/material/other contributions by other parties listed. Priority is given to project with other support.
☐ Any expected savings ($ or labor) to the college, department, office, or organization and how this will be calculated and by whom is detailed. Is there an estimated project payback period?
☐ Project proposal is signed by the director (student), sponsor (faculty or dept.), and affected departments.