

**Thomas Nelson Community College Educational Foundation**

**Proposed Funding Needs Guidelines**

I.          **Overview of Program**

1. Name and summary of the project.
2. Project timeline – approximate beginning and end dates.
3. Estimated Amount Needed

II.        **Statement of Need or Opportunity**

* 1. What particular strategic goal or objective of the College or administrative unit is the project is addressing?
  2. How will it impact recruitment and/or the strategic goal it is aimed to advance?
  3. How many students, faculty, or staff will be positively impacted by the project? (Approximation is acceptable.)

III.       **Project Description**

a. Summarize Who, What, When, Where, How

IV. **Outcomes**

* 1. Define the project’s measurable outcomes.
  2. How will this project advance the Strategic Plan’s metrics?

V. **Evaluation**

a. How will the proposed project be evaluated?

VI. **Sustainability**

a. How will the proposed project be sustained?

VI.      **Budget and Organizational Information (next page)**

Include a breakdown of the funding needs.

**Requested Funds**

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| ITEM | AMOUNT NEEDED TO FOR PROJECT/PROGRAM | TOTAL BUDGET |
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