

ANDERSON UNIVERSITY INITIATIVES FUND

With a commitment to creativity, innovation, and excellence Anderson University has created an Initiatives Fund to support program proposals which further the university mission and help to achieve the strategic imperatives of building enrollment, resources, and reputation.

Funding from the initiatives fund is a one-year commitment. Requests for funding beyond the first year must be accompanied by a report which compares results of the first year with the stated objectives and financial pro-forma found in the original request. After two years, if approved, ongoing initiatives are to become a part of the operating budget including both revenue and expenses. Again a report of the second year's programmatic and financial activities must be submitted to allow for inclusion of the initiative in the operating budget.

Proposals will be prioritized for funding based on the following guidelines.

Higher Priority Proposals

1. Proposals aimed at developing new revenue generating programs. The funds may be needed for feasibility studies, start-up costs, training, advertising, etc.
2. Endeavors to improve existing programs or services. The intent would be to improve meeting institutional benchmarks.
3. Projects undertaken jointly by more than one department to improve academic or institutional quality.
4. Projects that serve to build enrollment, resources, and/or reputation.
5. Projects directly related to achieving the institutional strategic plan.

Lower Priority Proposals

1. Funding for professional development (workshops, training, conferences)
2. Funding for incremental expense increases in existing budgets
3. Purchasing replacement equipment

The application must include the following information:

1. Description of the project including the rationale for implementation
2. Relationship between the project and the mission and goals of the institution
3. Time line for work completion
4. Benefits to the institution and the department
5. Complete financial pro forma (see form following this RFP)
6. Goals with measurable objectives
7. Approval from Dean/Director and area Vice President

Reporting:

1. Any department (or departments) that receive support from this fund will be required to write a report indicating the extent to which it has been able to accomplish the goals it set forth in its proposal.
2. Additional funding will not be given to a department unless a report has been received and accepted.
3. The project must be able to sustain itself after the funding from the Initiatives Fund is depleted.

Applications:

1. Applications must be received by **February 1**, with the announcement of fund recipients made **no later than April 15**.
2. Application renewals for multi-year funding must be accompanied by a completed report for previous funding and address progress toward the goals and objectives of the project.
3. The Budget Committee will evaluate the proposals and make decisions about which should be granted.

Financial Pro forma
Initiatives Fund Grant Proposals

	Year 1	Year 2	Year 3	Year 4	Year 5
Projected Revenue					
Tuition Income					
Rental Fees					
Donations					
Sales					
Other					
Projected Expenses (attach details)					
Wages					
Benefits					
7201 Postage					
7204 Printing					
7209 Supplies					
7400 Travel					
7600 Advertising					
7601 Publicity/Promotion					
7700 Miscellaneous					
7766 Meals					
7806 Special Events					
7829 Admin/Professional (NON-EMP)					
Other Resources					
Net Revenue					
Facility and/or Equipment Needs					

Total Amount Requested _____

Signature of Applicant

Date