

From Idea to Application

Have an idea, but need a little help getting started?

Here's a simple resource to help you plan your project and build your application. Rest assured, no grant-writing experience is needed to apply!

Use as much or as little of this resource as you find helpful.



Section 01 - Project Overview

Tell us what you want to do and why it matters.

Think of this as your quick pitch. Help us understand:



What?

What are you planning to do?



Why?

What student need, problem or opportunity does your idea respond to?



Who?

Who is it for, and roughly how many students could it reach?



Impact?

What do you hope will be different or better because of your project?

**Keep it
Simple**

Imagine you're telling a friend about your idea. They should be able to easily understand what you want to do and why students would care.



Section 02 - Team Members



Tell us who's helping with the project and what they'll be responsible for.

EXAMPLE:

Name	Role on Project	Year of Study	Current School
John Smith	Project Lead	3rd Year	[Your Institution]

**This template is available for download. You're also welcome to use your own format.*



Section 03 - Action Plan & Schedule



Show us how will you bring your idea to life.

You don't need every detail figured out. We just want to know you've thought through the main steps and have a realistic path to getting them done. Put this into a timeline to give us a realistic sense of what happens when, who is responsible, and what key targets will help you progress.

EXAMPLE:

Stage	Timing	Key activities / Milestones	Responsibility	Expected outcome
Stage 1	Week(s) / dates	What needs to happen?	Who owns it?	What will be completed?
Stage ##				

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Section 04 - Detailed Budget



Tell us what you need funding for.

You don't need to be a finance expert. List what you expect to spend money on, share other revenue sources, and give us your best estimate of the cost.



A good budget is a realistic budget: You don't need to request the maximum funding available. Ask for what you actually need and make sure the costs connect to the project you've described.

EXAMPLE:

Funding:

Source of Funding	Description	Amount
Student Impact Fund (Alumo)	Amount requested from this grant	
Other sources, if applicable	(e.g., grants, bake sales or other fundraising activities)	
Total Income		\$

Expenses:

Item	Description	Cost
[Item name]	[Why this cost is needed]	[\$ amount]
Total		\$

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Ready to Submit?

A quick check before your submit:

-  **I can explain my idea simply.**
-  **I've explained why it matters for students.**
-  **I have a realistic plan for making it happen.**
-  **My budget matches my plan.**

Remember:

A simple project that responds to a clear need, with a thoughtful and realistic plan, can have a meaningful impact on campus.