FRC Project Concept Form

Instructions:
1. Fill out the form as completely as you can at this stage, with responses directed to a general audience. Please review our form and if you have any questions contact the FRC staff or stop by during our office hours.
2. Discuss project concept with and obtain approval from your dean/director/department head.
3. Incorporate any changes or updates to initial form and submit the form to frc@uwyo.edu. Upon submission, the form will automatically be emailed to the Foundation Resource Center staff.

* A Foundation Resource Center staff member will contact you to schedule an appointment or to discuss appropriate next steps.*

General Information

Project Title: ___________________________ Date: ______________

Concept submitted by:
Name: _______________________ Title: ______________________ Dept.: _____________
Email: ________________________ Phone: ______________________
Preferred contact: ☐ email ☐ phone Best days/times to contact: ______________________
Department Head/Dean
Signature ____________________________

Project Description (What will you do? Where? With whom? And WHY?) *(Please limit to one paragraph.)*:

_________________________________________________________

What broad categories of issues or opportunities does your project address? *(Use keyword phrases—for example, adult literacy, juvenile crime prevention, etc.)*

_________________________________________________________

Goals & Objectives

What is the big picture impact your project will make?

_________________________________________________________

What will be the key success indicators for your project?

_________________________________________________________
Budget and Expense Planning

Approximate total project budget: ________________________________

Select categories of anticipated expenses: ________________________________

Is there a smaller amount that could feasibly start your project and still make an impact? If so, amount: ________________________________

Please list any potential funding partners: ________________________________

For more information, please contact:
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