**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.
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.*

Updated 1/26/2015

**General Information**

Project Title: _____________________________ Date: _____________________________

Concept submitted by:
Name: ________________ Title: ________________ Dept.: __________________________
Email: ________________ Phone: ________________
Preferred contact: □ email □ phone Best days/times to contact: __________________________
Department Head
Signature____________________________________________________________

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?

______________________________________________________________
FRC Project Concept Form (cont.)

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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