All Applicants

- Name(s) of Proposer(s): Primary proposer and up to 2 others
  Andover email addresses
  Affiliation with Andover (student, administrator, faculty, staff)
  If student – year of graduation

- If a student is primary proposer, name and email address of grant faculty advisor who will oversee the project and budget.

- Name of Department, Group, Club, etc. if proposer represents a group.

- Brief Name of Grant Proposal that easily identifies it.

- Executive Summary: How the idea developed and its purpose. Who is it for? To do what? Over what period of time?

- Implementation Plan: Describe how it will be implemented, by whom, over what time period.
  Detailed Timeline

- Detailed Budget:
  List all expenses
  List any contributions from other sources
  Total Amount of your grant request
  When funds will be used? (Fiscal year)

- Previous Grants Requests in the last three years?

Proposal Signature Form Required if:

- Requesting $10,000+ : Dianne Domenech-Burgos, Interim Chief of Staff, must be consulted
- Requesting any type of technology, electronics: Erin McCloskey must be consulted
- Student proposer: project faculty advisor must sign off

Requests for $1000 or greater - Additional Questions:

- Goals and Objectives: Describe the goals and overarching objectives. How does this project support the AAF’s mission and priorities? (see Guidelines)

- Impact: How will this grant impact the Andover community, and, if relevant, those beyond the Andover community?

- Execution of the Proposal: Why you think you will successfully complete the work associated with this proposal? Identify key people and partners involved in this work.

Note: Proposers should consult and coordinate with any other offices/departments/programs on campus that would be involved in the implementation of the grant. Linda Carter Griffith should be consulted if grant request is for a speaker.

Questions? Contact Caroline Odden, Community Liaison or Belinda Traub, Assistant to the AAF  btraub@andover.edu

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