

GUIDELINES FOR STATEWIDE SEED GRANT PROPOSALS

A proposal should contain:

- A cover sheet (use the downloadable cover sheet from the seed grant website at <http://www.wiscontrepreneurship.org/seedgrants.php>)
- A program plan not to exceed two 1.5-spaced pages
- A project budget (use the downloadable budget form from the seed grant website at <http://www.wiscontrepreneurship.org/seedgrants.php>)

Cover page

Include project title, project summary not to exceed 500 words, name of proposing entity project leader(s), and contact information. The cover page must be signed by the project leader and by an official at the proposing entity having authority to commit the resources of the entity in support of the proposed project.

Program plan

1. Objectives and work plan

- Clearly identify the objective(s) of the proposal and outline the work plan that will accomplish the objective(s).
 - What problems or opportunities will be addressed?
 - What methods and formats will be used to accomplish your goals and objective(s)?
 - If appropriate, identify interim milestones or metrics that will evidence progress toward project objective(s).
- Describe how this program will be sustained beyond the funding available through the Wiscontrepreneur Seed Grant funding.
- Describe the relationship between the proposal and existing programs. Include a statement indicating how this project is a new initiative or is a new dimension to an existing activity.

2. Intended audience and anticipated outcomes

- Identify the audience(s) that will be served, and how the intended audience(s) will benefit from your project?
- State specific outcomes of the project and identify metrics that will quantify project success
- Identify partnering organizations and co-sponsors and how they will be involved in the project.

NOTE: Include letters of support from partnering organizations if applicable, particularly if those organizations will be among those financially supporting the project during or after receipt of seed grant funding. Such letters do not count in the program plan page limit.

3. Time frame and location

- What is the timeline and where will the activity(s)/program(s) be held. A project Gantt chart may be used to indicate timelines.

Project Budget

Proposals must include a completed project budget form showing **in detail** how funds will be spent to accomplish the proposal objective(s). Seed grants can be requested for up to \$25,000 per year for no more than two years.

1. Personnel

- Identify personnel by name, title, role in the proposal and percent effort for each year of support requested. Include the appropriate fringe benefit amount if applicable.
- Attach a one-page resume for the project leader

2. Supplies and Expenses

- Identify and list major supplies and other expenses by item and amount requested for each.
- If you propose any capital equipment (items costing \$5,000 or more), please justify how the equipment is essential for the success of the project.

NOTE: Because seed grants are intended primarily to support people and projects, capital equipment requests will only be considered if the equipment proposed is essential to the completion of the project.

3. Matching Funds

- Identify the source and amount of matching funds or in-kind support
- Match can take the form of in-kind staff salaries and fringes, other expenditures associated with the project as well as funding from grants, gifts and other sources.
- Identify matching funds expected to be received during each year of the project.

Interim Reporting

Any Statewide Seed Grant recipients whose grant is active as of June 1 of any fiscal year, must submit an interim progress report to the UW-Madison Office of Corporate Relations not later than June 1 of that fiscal year. The interim report should cover program progress, accomplishments to date, and budget status as well as identification of any problems that have emerged.

Final Report

As a condition of funding, each grantee will be required to provide a final report within 45 days of the grant completion.

Final reports should be organized as outlined below:

1. Cover Page: Project Title, Funding Dates and an Updated Project Abstract.

2. Project Accomplishments: Describe how you met your program plan and objective(s). Be specific and cover timeline and methods used, and, where appropriate, use quantifiable terms on numbers of programs or activities, where the programs took place, and audiences/clientele served.
3. Benefits and Outcomes: Identify the intended audience(s) and describe how the intended audience(s) benefited from the project. Enumerate and describe the specific outcomes of the project.
4. Fiscal Commitments: Report matching funds, in-kind support, gifts, grants, sponsorships, or program revenue from fees and other sources that have resulted from your project.
5. Project Sustainability: Describe ongoing and future activities that will result from the efforts of your project (e.g., project continued through other funding sources, new program initiatives, etc.).

NOTE: Final reports should be limited to the cover page and five 1.5-spaced typed pages. Where appropriate, letters of support or commitment may be included. These letters do not count as part of the five page limit.

Send three printed copies of the final report to:

Office of Corporate Relations
455 Science Drive, Suite 230
Madison, WI 53711
Attention: Statewide Seed Grants

Additional Conditions

- Funding for Statewide Seed Grants is part of a larger program funded by the Ewing Marion Kauffman Foundation in Kansas City, MO. Funds are approved by fiscal year, one year at a time. Seed grantee funding for any periods that cover more than one fiscal year are thus contingent on receipt by UW-Madison of continuing Kauffman Foundation grant funding under the Kauffman Campuses Initiative.
- All grant recipients must acknowledge funding support in any news releases, program announcements, publications or websites in the following format:

This (program, publication, event, etc.) was funded (in part) by a grant from the University of Wisconsin-Madison Office of Corporate Relations and the Ewing Marion Kauffman Foundation as part of the Wisconsin Entrepreneur Initiative and the Kauffman Campuses Initiative respectively.