

Leadership Experience Project Award - Budget Proposal Guidelines

Institute for Leadership Advancement

About The Project Awards:

Upon completing an approved LEP Proposal with the course instructor, students seeking to complete the Leadership Experience Project (LEP) as part of the Leadership Advancement Designation program may receive up to \$2000 in funds to advance the goals and benefits of a their approved projects.

Funds may be requested per individual or per a team. An individual student may receive up to \$2000; a team may request funds of up to \$2000 multiplied by the number of individuals included on the team.

For example, a team of 5 may request up to \$10,000, a team of 3, \$6000, and so on. Students do not have to request the full \$2,000 amount.

LEP Award Budget Proposals:

Students should create a LEP budget proposal demonstrating how the requested funds will 1.) Advance the goals of the project and, 2.) Create benefits which exceed the cost of the project.

Required Elements of a LEP Award Budget Proposal:

- *Ensure goals and anticipated outcomes* of your approved LEP Proposal are clearly restated and articulated in your LEP Award Budget Proposal
- *Identify and describe all direct costs you will use to accomplish your goals:* Materials, equipment, travel, communications, research, and anything else which requires funds in order to advance your goals.
- *List all anticipated benefits created through those direct costs identified above.* As a result of spending the funds on the direct costs, articulate what value will be created. Examples of benefits might include: the creation of assets such as, for example, a playground, an education program, a business start-up, or the completion of research that promises to provide future assets, revenue, or essential information.

Format:

Students should submit each budget proposal in the form of a memorandum. “*How to write an effective memo*” guidelines can be found in the “How to...” section of your “Communications Resources,” which is located in your SpringBoard as part of your Communication materials. An example is also included within this document.

Budget Revisions:

As students complete their LEPs, budget revisions may be submitted for consideration of the Institute for Leadership Advancement. The same standards as the original budget proposal are required. Additionally, all revisions must accompany a thorough explanation for why the revision is requested and how the project will benefit more from its approval.

Submission and Approval:

All budget proposals and/or their revisions are subject to approval of the Director of the Institute for Leadership Advancement. Requests should be received by the Director no later than two weeks before funds are needed. All correspondence regarding approvals or corrections will be copied to the student/team’s project mentor/faculty advisor. Send PDF attachments to leadership@uakron.edu.

Travel Requests:

Some budget requests may take the form of travel requests for conferences, meetings, events in other areas, etc. In this case, students should submit the “LEP Travel Request” document (found on the Institute Springboard site and the Institute web site) in place of the LEP Budget Worksheet.

Budget Consultation:

The Institute for Leadership Advancement encourages students to seek assistance in creating the budget proposals, as it often is a student’s first experience in crafting such a request for real funding. Students are encouraged to contact the Institute for Leadership Advancement to seek guidance while conceptualizing, creating, or revising the budget. Students also should seek advice from their project mentors/faculty advisors.

Leadership Experience Project Award - Budget Proposal Guidelines **Considerations for Evaluation of Budget Proposal**

The following will be considered in evaluating students’ LEP Budget Proposals

- LEP Proposal is previously approved by course instructor
- Goals and anticipated outcomes from LEP Proposal are restated and clearly listed
- Items considered “direct costs” are listed
- Dollar figures (exact or closely estimated) are provided along with each listed “direct cost”
- Goals/outcomes are linked with any and all associated “direct costs”
- Anticipated benefits (foreseeable value creation) of connecting funds to goals/outcomes are listed and adequately described

Example Memo Included on Next Page

Memorandum

To: Kevin Smith, Director, Institute for Leadership Advancement

From: Samantha Hawkins, Jeff Stiertson, Mark Gerald

CC: Project Mentor

Date: Date of submission

RE: Budget request #1 for Leadership Experience Project (LEP)

LEP Project Title: Effectiveness of marketing literacy programs to underprivileged youth in the City of Akron, Ohio

Our team is working to identify effective strategies for marketing literacy programs to underprivileged youth in the City of Akron as a way to increase their involvement and, subsequently, improve literacy in our city. In doing this, we need to hear directly from the constituents – the students. This primary research will add substantial value to our being make inferences regarding best possible strategies. To ensure we have adequate participation and a quality project, we are requesting the following funds under the proposed goal. A budget worksheet is attached.

Budget Request Goal: Conduct a minimum of five after school focus groups with inner-city youth, grades Kindergarten through 5, who are enrolled in the Akron public school system

Direct Costs:

- Audio recording device: \$75
 - Device necessary recording feedback and data transcription
- Focus groups incentives: \$250
 - Pizza and Beverages
 - \$5.00 gift cards for participation
- Printing materials: \$100
 - Posters for outreach in schools
 - Flyers for outreach in schools
 - Human Subject Waiver forms
 - Paper materials for participants (conditions, expectations, etc.)
- Subtotal: \$425

Anticipated Benefits:

- These funds will advance Goal #1 through adequate recording and transcription of focus group data, thereby supporting data gathering and the overall validity of the study; incentivizing focus groups will encourage a higher attendance and that an adequate cross section of youth are reached in ensuring data saturation; printed materials are necessary to make students aware of the focus groups and to ensure the study is conducted properly.

Budget worksheet (and/or travel request) attached (*see next page for example*)

Leadership Experience Project (LEP) Budget Proposal Worksheet

The purpose of this worksheet is to help you identify and describe those things that will advance the quality of your work and/or professional development in working towards completing your Leadership Experience Project.

*If proposing travel (for conferences, meetings, events, etc.), please use LEP Travel Request Form instead of this worksheet.

Below, please list the items requested, their cost, quantity needed, and the dates your team plans to implement/use them.

Item(s)/Description	Cost	Quantity	Date(s) needed

If approved, the balance of my available LEP Project funds will be: _____

Memo submitted by: _____ Date: _____

For Office Use Only

Date received: _____

Received by: _____

Status:

Approved

Approved w/revisions

Not approved