

**Principal Investigator (PI) Instructions: Please complete the following questions to receive your funding allocation. To receive funding for FY26-27, submission of all required materials must be emailed to Kellogg Legacy. To ensure continuity, if project changes deviating from the approved funding proposal application take place during the fiscal year, please contact Kellogg Legacy to complete the “Change Request” form. All project changes must be reviewed and approved by the respective HEERA manager, Provost, and Vice President of University Advancement.**

**Please submit your responses to the Kellogg Legacy Grant Endowment email address at: [kellogglegacy@cpp.edu](mailto:kellogglegacy@cpp.edu). If you have any questions or need assistance with preparing your proposal, please contact Keith Forward, [kmforward@cpp.edu](mailto:kmforward@cpp.edu).**

Proposal Date:	
Project Title:	Department:
Request Amount: \$	Email:
Individual Submitting Request:	Project Investigator (PI):
Work Title:	Grant Performance Period:

1. Please provide a brief project description and overview (50-word description maximum).

2. Is this an existing or new program? If existing, describe the past accomplishment or effectiveness. Also, discuss lessons learned from previous experiences and their influence on the current proposal.

3. Describe the target population, including characteristics or groups, if applicable (e.g., undergraduates or architecture students or low-income groups). Additionally, if this is a direct service program, how many individuals will be served or benefit directly?).

If this is not a direct service program, who will benefit, and what is the intended impact? For example, a concert in the quad or general community outreach.

4. How does the project support/advance the University Strategic Plan? Please indicate the strategic plan initiative your project aligns with.

5. What are the quantitative and qualitative metrics of success? What are the current metrics? Please be specific and describe the assessment plan.

6. Describe the activities of this program and the estimated timeline of these activities.

7. Describe the current sources of funding and/or plans to secure additional funding to support this project.