Capacity Building Project Profile
Request Form

The purpose of the Capacity Building Project Profile form is to:

- define more specific capacity building project being requested, including the due date;
- assist in recruiting faculty and students who can take on these projects as part of a course or internship or Bonner placement; and,
- provide additional project parameters that will clarify the project type, requirements, and support structure.

Part A, B and C are a brief summary of the requested project and would be completed by the community partner and campus staff (and/or student) after a more in-depth discussion. This information is what is most likely to be shared by schools when they post project requests on a website or share them directly with students and faculty members.

Part D, E and F would be completed by campus staff with input from the community partner where needed. It might be helpful to answer some of these questions before meeting with faculty and students to help them evaluate the fit (e.g., student skills, team vs individual project). Other questions probably cannot be answered until the project team is formed and they have an initial meeting with the community partner to refine the project expectations and develop the work plan.

draft Capacity Building Project Profile Request Form

A. *Partner*
- **Partner Making Request:** Name of partner organization(s)
- **Lead Contact:** What staff member(s) will the student(s) work with on this project?

B. *Request Summary*
- **Description:** Explain the project deliverable that is being requested? (e.g., a research project, new curriculum, a website, a business plan, etc.)

- **Context:** Why is this work needed? How will it help build the capacity of the organization? (Please provide 2-3 sentence summary, referencing population served or potential impacts).
- **Related Project(s):** Is this project part of a larger project or initiative? How does it link to these other projects or priorities of the requesting organization? (Please provide 2 sentence response, discussing if project is part of a sequence)
- **Timeline:** When does the project need to be completed by?

C. *Project Categories*
- **Type:** What type of project is it? (i.e., community-based research, policy research, communication, fundraising, program development, volunteer management, other
- **Issue:** What issue area(s) is the project addressing? (i.e. education, housing, health, economic development, environment, etc.)

D. *Student Team Requirements*
- **Individual or Team:** Is a team needed/preferred? How many people?
- **Qualifications:** What skills, knowledge, or prior experiences are required of the student(s) and other team member(s)

E. Other Requirements
- **Data Sources:** Describe the organization information that will be provided for analysis and project completion, such as strategic plan, financial statements, records, access to databases, etc. Information will be kept confidential.
- **Budget:** Is there a project budget? What will be the source of these funds?

F. *Support/Advisory Team*
- **Team and advisors:** Who else will be involved in providing student(s) with direction or mentorship? (i.e. Name and describe roles of site supervisors and/or faculty advisors)
- **Other Community Constituents:** Are there other key stakeholders such as clients, community representatives, or agency/school staff that should be consulted and/or involved with this project? List and explain.
- **Academic departments:** What if any coursework or academic disciplines will be connected to this project? (List names of courses, faculty, and/or departments).