

**LOYOLA INSTITUTE FOR THE STUDY OF
CATHOLIC CULTURE AND TRADITION**

Application Form for Course Development Grants
two copies of the grant proposal (one of which has original signatures) are required for submissions

Name of Applicant: _____ **Rank:** _____

College/Department: _____

Date of Submission: _____

Start Date: _____ **Completion Date:** _____

Title of Course/Project: _____

Narrative Description: The proposal “ should include a narrative description of the course and an explanation of the relationship between the proposed course and the criteria of the institute.” (450 words or less)

Course Syllabus or Project Agenda: Demonstrate the method and procedure by which you intend to implement the goals of your proposal, i.e. texts, assignments, etc. (Attach)

Budget:

1. Supplies (unusual)	\$ _____
2. Printing and Copying	\$ _____
3. Travel (itemize below)	\$ _____
4. Per Diem (itemize below)	\$ _____
5. Release Time	\$ _____
6. Other Costs (itemize below)	\$ _____
TOTAL	\$ _____

Budget Justification: Itemize the above mentioned budget categories, and justify the proposed expenditures by relating their appropriateness to the project. (Please do not attach other budget pages).

Signatures:

Applicant

Approved by:

Department Chairperson

Dean of College