

# ASEQ FOUNDATION

## PROJECT BREAKDOWN



Please note that the page counts indicated are intended only as guidelines.

1. Completed funding application form
2. Letter of sponsorship from a student association that is a member of the ASEQ Foundation
3. Introduction (**½ page**)
4. Project outline: mission, issue addressed, goals (**1 to 2 pages**)
5. Description of the target audience (for whom the project is intended) and the nature of student participation and commitment (**1 page**)
6. Description of project activities (**2 pages**)
7. Description of the team or organization: team members' names, roles, and skills/experience (must not be presented in the form of a curriculum vitae) (**1 to 2 pages**)
8. Communication plan (**1 to 2 pages**)
9. Budget proposal (**1 to 2 pages**)
10. Detailed project schedule
11. Copies of letters patent or any other official governing documents of the sponsoring organization (if it is an organization)