MISSION AND GOALS

Use this space to state the mission of your unit, program, and project. You have about three lines of text available, so be succinct. But also be specific: what makes your project unique?

Subhead

Use a second paragraph to support the implied claim made in mission and goals: what does your project have that will enable it to meet the goals laid out above? Do you have world-class faculty? Award-winning researchers? A one-of-a-kind facility?

Subhead

This is a good place to talk about your parent unit: school, college, department, etc. Name the mission or goals of your parent unit, showing how your project supports them.

2016 ACCOMPLISHMENTS

Subhead

Use this space (about six lines) to list major accomplishments in the last year (or some defined period of time).

* Bullet lists are fine (but not necessary).
* Quantifiable results are best.
* Accomplsihments should relate to mission (as stated above).

FUTURE ACTIVITIES

What will you be able to do once you’ve received the gift you seek? Again, be specific: what kind of plan is in place, and how is the project working to accomplish it?

You have about two paragraphs of space here. As in Accomplishments, you may use a bullet list, if your future activities are easily quantifiable or proceed through a successive list of steps (“We will do A and then B and then C and then D.”)

SIDEBAR INFO HERE

Could be a quote, stats, charts, a key takeaway, etc.

Try not to use more than 100 words (75 is better).

This is also a good place to introduce a key person —   
a prominent faculty member, perhaps, or maybe someone who isn’t described in the main text — or if your project has been around for a long time,   
a key achievement in its history.

IMPACT REPORT

DEPARTMENT/UNIT NAME  
FUND OR PROJECT NAME HERE