



Application for Crown Award or Wise-Marcus 50-Year Friendship Award

Deadline: September 25, 2009.

Please complete this form and return it, **WITH YOUR TRANSCRIPT, ESSAY AND A RECOMMENDATION FROM YOUR CAPSTONE FACULTY ADVISOR**, to Eric Holzwarth, Renée Crown University Honors Program, Suite 306, Bowne Hall, Syracuse University, Syracuse, NY 13244.

Copy this form and add extra space where you need it.

Name _____ Grad Date _____

College/s _____ Major/s _____

Capstone Project Topic _____

Capstone Project Advisor _____

Please attach a copy of your transcript!

Contact Information

SU ID # _____ SU Email _____

Local Address _____

Cell Phone _____

Please TYPE the following:

I. Proposal Narrative and Recommendation

1. In 1-3 pages, describe your project and why you need the funds from this award to advance it. Describe in some detail what you would use the funds to do, and why that is necessary for the success of your project. Do not assume that committee members have read your Capstone Proposal! Make the full case here for your project and why it should be funded.
2. Include a recommendation from your Capstone Project Advisor (show him or her a copy of your essay from #1, above). Be sure to request this in advance. You don't ever want to request a recommendation on short notice.

II. Anticipated Timetable for Completing the Project

III. Proposed Budget, Including Grand Total

(Have your Capstone Project Advisor review this before you submit it.)

This link will take you to a worksheet that you can download and use to prepare your budget: [Budget Worksheet for Applicants](#).

The worksheet includes many of the categories applicants typically use; your budget is likely to include some of these items, but not others. Feel free to modify this format to suit your project, or create your own format for a budget that clearly states your needs – that’s the point. Whatever format you use, your budget should contain appropriate subtotals under each category, and a “grand total” at the bottom.

Here are some **guidelines** to bear in mind:

- Include all relevant **dates**: of travel, of stipend support, etc.
- “Notes” allows you to include any relevant explanations. If the item is self-explanatory, leave “Notes” blank.
- **Research Stipend**: If you are requesting a research stipend for room, board, and utilities in Syracuse during the summer while you pursue your research, here are the amounts we allow:
 - Rent: up to \$360/month
 - Food: up to \$105/week
 - Utilities: up to \$100/month
- **Travel funding**: If you are requesting travel funding, the amounts will vary depending upon where you are going. Research what the appropriate amounts would be. If you include a request for air travel, be specific and attach documentation showing the source of your cost estimate -- from a travel agent, vendors such as *Travelocity* or *Expedia*, or the airline.
- **Please note**: Non-consumable items (cameras, equipment, etc.) must be returned to the Honors Program at the completion of your project for use by future students.
- **Contact us** if you have any questions.