



THE RENÉE CROWN  
UNIVERSITY HONORS PROGRAM



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

**DEADLINE:** Check the “Funding 3” ribbon on the *Capstone Interactive Orange* located on the Honors website.

Please complete this form and return it to 306 Bowne Hall attn Eric Holzwarth **WITH THE FOLLOWING:**

- **TRANSCRIPT**
- **ESSAY, TIMELINE, & BUDGET**
- **A RECOMMENDATION FROM YOUR CAPSTONE FACULTY ADVISOR**

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 Email \_\_\_\_\_

Local Address \_\_\_\_\_

\_\_\_\_\_

Cell Phone \_\_\_\_\_

Please TYPE the following:

**I. Proposal Narrative and Recommendation**

1. In 3-5 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. The recommendation should be addressed to the “Honors Crown/Wise Awards Committee” This letter should be the equivalent to what your advisor would provide if recommending you to graduate or professional school. It should assess your

academic skills and talents, discuss your work ethic, your preparedness for this project and your dedication, and include an assessment of the value of your project and the likelihood of success if funded, along with other pertinent content.

## **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 **download** an Excel 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.