**

**Wendt Character Initiative
Grant Request**

**Submission Instructions**

1. Please **submit the grant request form via email** to Wendt@dbq.edu.

2. Funding applications should be received in the Wendt Center and approved **30 days** **prior** to the event for which funding is sought.

3.  **Title** your request with appropriate connections to the Wendt Character Initiative.

4.  **Itemize** the specific expenses for which funding is sought. Funds will be released after completion of the project and upon submission of receipts as per University policy.

5. **Include the following language** for public announcements of grants or event introductions:

*This project is supported by the Wendt Character Initiative, which is devoted to promoting a campus culture of excellent moral character and purposeful lives characterized by integrity, justice, and compassion.*

6.  Within 30 days of the completion of the project or event, a **follow-up report assessing the effectiveness of the venture should be submitted electronically** to the Wendt Center. This report includes:

1. input from students as appropriate,
2. at least one digital photograph suitable for inclusion in a report, and
3. a one page write-up assessing intended outcomes, particularly in regard to students’ character development and/or understanding of character.

7. Be prepared to have students (or yourself) **present** at the spring celebration of Wendt Grants.

***Questions?***

Please email wendt@dbq.edu or contact Mary Bryant or Dr. Annalee Ward at 589-3440.