

## Capstone Fund Guidelines

### Overview

The Capstone fund provides financial support for materials for capstone (culminating research and synthesis) projects. Capstone funds are made available through The Evergreen State College Foundation and are administered by the Academic Deans office. Charitable gifts to the Foundation support this fund.

### Purpose

The Foundation's Board of Governors wants Capstone Funds to help support students who need financial support to complete academic or artistic projects that serve to build upon and help synthesize their prior learning at Evergreen.

### Funding and Permitted Expenditures

To be eligible for funding, capstone projects must be carried out in conjunction with an academic program or independent learning contract and all projects must have at least one faculty sponsor. Capstone projects can include art projects and exhibitions, scientific research, video and film productions, theatrical productions, student literary magazines, and other projects. Equipment purchases and projects involving use of campus facilities and land require special consideration. Please see the Limitations and Special Conditions section below.

The deans review requests in the order they are received to determine if they have met the award criteria. For applications meeting the criteria, the deans will fund requests until the available funds have been awarded. A request is made by submitting the following information:

- Project title
- Student name and contact information (email and phone); students can apply as a team, but must designate one student as the primary contact person
- Faculty advisor name
- Dollar amount requested
- Quarter the funding will be used
- Short summary (300 words or less) of your proposed project that includes a timeline specifying key milestones and anticipated completion date and a description of your work product -- that is, describe the outcome of your work, which might be a scientific paper, a piece of art, a film, a performance, or something else.
- Brief explanation (200 words or less) discussing how this project serves as a capstone or culminating experience for your Evergreen education.
- A budget section sufficiently detailed for reviewers to know the specific expenses for which reimbursement will be sought and to determine if those expenses are consistent with the intent and limitations of the fund, reasonable, and consistent with College policies.

Criteria: The application must be complete and provide evidence that the project idea is well developed and will likely serve as a meaningful culminating or advanced experience that is well aligned with the students' overall Evergreen education; it must also indicate that the proposed

activities, work product, and budget are reasonable, and are consistent with the guidelines for this fund and College policies.

*Please note: If your request is approved, you must submit receipts for reimbursement no later than the end of the quarter for which the award is given.*

#### Requirements

You are required to complete the project as proposed, in consultation with your faculty sponsor and to share evidence of your work product in digital form (i.e., pictures of your work, a paper, DVD copies of a film, an audio recording, etc.) upon completion of the project. Funding is available by reimbursement only; the program does not offer funds in advance. Submit all receipts and an itemized request for reimbursement to the Academic Budget Office, Library 3821, and allow up to 30 days for payment. Requests for reimbursement should be submitted promptly—unless you have received an approved extension, no later than the end of the quarter your award ends.

#### Limitations and Special Conditions

The following special conditions and limitations apply. Please read these carefully and consult with your faculty or the Academic Deans office if you need advice or further information.

In all cases, your project must follow college policies.

**Eligibility.** Student Capstone Funds are open to undergraduate and graduate students who are/will be enrolled during the quarter for which they will be using the funding. A student may apply for funding only once per year. Awards to graduate students are limited to 25% of the overall funding available. At least 33% of the funds are reserved for spring quarter.

**Ethical and safe research.** If your work involves human subjects, animal use or collection, use of hazardous substances or radiation, or other activities that could affect public health or safety, you will need appropriate permission from the human subject's review committee, animal welfare committee, or appropriate safety personnel. Consult your faculty for guidance in these areas. Your application should include evidence of authorization for your project in such cases or, at minimum, your plans and timeline to gain such authorization.

**Use of campus land or facilities.** If you are planning to host an event at college facilities or build or install something on campus (a garden, a piece of permanent art, a structure), you must have approval from the appropriate college committees or personnel prior to submitting your request. If this is to be a long-term or permanent installation, you should also include a plan for how your project will be maintained after you graduate.

**Construction, garden, and landscaping projects.** It is useful to include plans, diagrams and sketches as supplemental documents for projects proposing construction of gardens and structures, whether on campus or not. While it's not necessary to have these items fully developed, they should signal your thinking to date and point out design elements still under consideration.

Capstone Funds are for student-generated and led work. While faculty are encouraged to take an active role in advising and guiding students on their projects, as well as participating as a team member, Capstone Funds are intended to fund the learning agendas of students. Capstone Funds are not considered for costs normally associated with regular program budgets. Travel costs are not funded. In rare cases, the deans may consider funding conference registration fees for a student presenting a capstone project.

Equipment. By and large, Capstone Funds are not designed to be used for student equipment or software purchases (i.e., items that will continue to have significant “shelf life” after the end of the project, such as computers, cameras, GIS instruments, external hard drives, etc.). Applicants should plan projects that will make use of equipment, software and instrumentation that is already available for student use. On rare occasions, the deans will provide funding for equipment or instrument purchases that may be used by a student applicant for a project, but such items will belong to and stay at the college on a permanent basis. The applicant should submit authorization from an appropriate college official agreeing to take ownership and responsibility for upkeep of such proposed purchases. The deans may make exceptions where an applicant proposes to build a piece of equipment or an instrument as part of the project’s learning outcomes; in such cases ownership of the item usually remains with the applicant.