BRADLEY University

CREATIVE PRODUCTION/SERVICE PROJECT CHECKLIST
(Maximum Award $100)

1. **Clean and concise description of creative production or service project (if needed, attach separately with a m*aximum of 4 pages)***

2. **Describe who benefits from the creative production or service project.**

3. **BUDGET: list overall project funds (include personal, departmental, external, etc.) and amount requested from CRS on CRS Budget Form**

4. **Signature of Department Chair on CRS Funding Application**

5. **Submit the Creative Production/Service Project Checklist with the CRS Funding Application, Department Chair's letter (if applicable), Funding Report Form (if previously funded and not already submitted), and any other materials to Jenni King in paper (WES 203A) or electronically (jrking@fsmail.bradley.edu). If submitted electronically, please PDF the necessary pages as one bundle.**

Revised 8.2018