# Crowdfunding Agreement and Application

Crowdfunding at Gettysburg College creates a platform for special, often one-time fundraising initiatives that benefit our students and faculty. Projects should be requested and scheduled at least one semester in advance. In order to ensure the best results for each project, only 2-3 projects will be allowed per semester. As you formulate your crowdfunding vision and review this document, if you have questions, please reach out to Katie Weigle in College Grants at x6481 or kweigle@gettysburg.edu.

In recognition of the partnership with College Advancement and the desire to create a great experience for all donors, each participant understands the responsibilities outlined below:

* Completed application and initial approval in department and division;
* Expectations outlined in the [Responsibilities & Best Practices](https://www.gettysburg.edu/alumni/grants-guidebook/pdfs/responsibilities-and-best-practices.pdf) document;
* Have content input on platform one (1) week prior to go-live date for review by College Grants;
* Only expend funds for purposes specifically outlined in project plans and marketing materials.

In exchange for the commitment of support, College staff will provide:

* Training on project strategy and best practices around philanthropic crowdfunding;
* Feedback and assistance on project content, marketing, and stewardship planning;
* Access to funds that are raised promptly after completion of crowdfunding campaign.

This mutual acceptance of responsibility will provide stability throughout the fundraising process and growth of the platform throughout the College.

\* Upon signing this agreement, you agree to comply with the terms outlined in this document, the expectations outlined in the Responsibilities & Best Practices document, and grant College Advancement full access to the media uploaded and data collected from your project’s profile.

## Full name and contact information

First name:       Last name:

Phone number:       Email:

## Your affiliation

Employee (list department):

Student Group/Organization:

Athletic Team:

## Team information

Your role within your team:

Number of people in your team:

[ ]  1-5

[ ]  6-25

[ ]  26-50

[ ]  51-75

[ ]  76-100

[ ]  101+

## Funding goals

What are you seeking to fund? How would a successful fundraising campaign positively impact both your department/org./team; and Gettysburg College?

What are your proposed dates for the crowdfunding initiative?

What date is the money needed by?

## Funding details

A. What amount is committed from department funds (if travel is involved, please account for your departmental travel funds):

B. Name sources and amount of any additional funds that have been or could be obtained:

C. If the final balance of funds raised is below the goal, how will the initiative be financially supported?

D. If the final balance of funds raised is higher than the goal, how will additional resources be used within the context of the initiative? (\*Please note: The entire amount of funding through this platform must be used for the initiative outlined in this application. Any remaining balance cannot be used for different purposes, even within the same department/org./team.)

E. Who do you intend to solicit as potential funders to this project? (Ex. Alumni, professional networks, etc)

## Team acknowledgement

Organization name:

Project leader:

If student organization, Advisor:

Does this project involve the purchase of new technology? [ ]  Yes [ ]  No

If yes, has the purchase been approved by the Department of Information Technology?

[ ]  Yes [ ]  No

IT Vice President:

Are the funds going to be used in collaboration and/or outside of your division? [ ]  Yes [ ]  No

If yes, this project needs approval from that department’s Vice President, Dean, or the Provost:

## Division approvals

*(Sign and Date)*

Department chair or immediate supervisor:

Vice President or Provost’s office (divisional dean):

Vice President for College Advancement:

Director of College Grants: