

Guidelines for Facilitators

Please complete the following information and submit to the Ford Grant Committee for consideration. The deadline for this information is August 1, 2008. Thereafter, quarterly updates will be due November 1, 2008 and February 1, 2009.

Your Name:

E-mail Address:

Postal Address:

Title of Workshop/Institute:

Proposed Date of Workshop/Institute:

Duration/Timeframe for Workshop/Institute:

Proposed Number of Participants:

Respond as completely as possible to the following prompts:

- I. Please list the objectives of your workshop/institute:
- II. Please provide a syllabus of how instruction for the workshop will be conducted (syllabus/outline) and identify who (include institutional affiliations) will conduct the various segments:
- III. Please submit the assessment tool that will be used at the end of the workshop/institute
- IV. Please provide a sample copy of text to advertise and attract participants to the workshop/institute
- V. Please provide Budget Information:
 - A. List facilitator(s), his/her institutional affiliation, and fee
 - B. List additional consultant(s), his/her institutional affiliation, area of expertise, and fee
 - C. List material needs and costs
 - D. List miscellaneous costs