



# Project Authorization Form

Date \_\_\_\_\_

<b>Project Name</b>	
<b>Brief Description of Project</b> (2-3 lines)	
<b>Nature of Project</b>	<input type="checkbox"/> Curricular <input type="checkbox"/> Other: <input type="checkbox"/> Extra-Curricular                  _____  If this project is curricular, has it been approved by the Curricular Committee? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>History</b>	Is this project associated with an existing project? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Associated GL Account Number</b>	
<b>School</b>	<input type="checkbox"/> Architecture <input type="checkbox"/> Other Program: <input type="checkbox"/> Art                                  _____ <input type="checkbox"/> Engineering
<b>Fundraising Goal in Dollars</b>	
<b>Duration of Project</b>	<input type="checkbox"/> Fiscal Year _____ <input type="checkbox"/> Perpetually <input type="checkbox"/> Multiple Fiscal Years <input type="checkbox"/> Other: _____ _____ to _____
<b>Purpose of Funds</b> (e.g. equipment, event, specific program. Please include a short description.)	
<b>Benefits received by donor(s)</b> (description and fair market value)	
<b>Project Manager</b> (Please include Name, Title, Telephone, and Email)	
<b>Additional Contacts</b> (Please include Names, Telephones, Emails, and Roles)	
<b>Additional Documentation</b> (If you are attaching additional documents, please list them here)	
Have you applied for, or are you intending to apply for, a grant? If yes, please describe.	

Reviewed and approved by:

\_\_\_\_\_

Project Manager

\_\_\_\_\_

Dean of School  
(required for all projects)

\_\_\_\_\_

Gift Officer, Office of Alumni Affairs  
and Development

\_\_\_\_\_

Vice President, Finance & Administration  
(if fundraising goal \$10,000 - \$100,000)

\_\_\_\_\_

President, The Cooper Union  
(if fundraising goal is \$100,000+)