

Sample timeline for project creation

August-November (and even earlier!)

- Engage or volunteer with the community partner you plan to work with
- Learn about the context and community you would like to work with for the project
- OPTIONAL: Schedule a meeting with the Honors staff member Pete Keys (pkeys@wisc.edu) to discuss the Leadership Award

December

- Review the Honors website for details on the [Leadership Award](#)
- Reach out to potential community and faculty advisors about interest in co-creating a project
- Meet with community and faculty advisors to design a first iteration of your Leadership project together, including the goals and objectives of the project
- OPTIONAL: Schedule a meeting with Honors staff member Pete Keys (pkeys@wisc.edu) to consult on project design

January

- Review all application materials
- Check-in with community and faculty advisors to see if project goals and objectives should be adjusted
- Begin application, including budget
- Solicit letters of support from faculty and community advisors

February

- Complete the first draft of the application
- Visit the [UW Writing Center](#) to get support in the grant writing process
- Request feedback from faculty and community advisors

March

- Edit proposal
- Ensure you have all application materials gathered
- OPTIONAL: Schedule a meeting with the Honors staff member Pete Keys (pkeys@wisc.edu) to discuss project design
- OPTIONAL: Schedule a meeting with Kendra Ramthun (kendra.ramthun@wisc.edu) to discuss potential revisions to budget plans
- *Applications received by Sunday, March 31, will be reviewed and returned to students with suggestions for improvement. They can then be resubmitted by the Sunday, April 14 deadline.

April

- Make any edits to the application
- Submit the final application