# Capstone Client Application

## APPLICANT INFORMATION

### Organization Information

**Organization Name:** Enter your organization's name

**Date of Application:** Enter today's date

**Address:** Enter your organization's address

**Website:** Enter your organization's website URL

**Annual Operating Budget:** Enter your organization's annual operating budget

### Project Liaisons

1. **Primary Project Liaison Name:** Enter the primary project liaison's name

**Title:** Enter the primary project liaison's title

**Email:** Enter the primary project liaison's email address

**Phone:** Enter the primary project liaison's phone number

1. **Back-up Project Liaison Name:** Enter the back-up project liaison's name

**Title:** Enter the back-up project liaison's title

**Email:** Enter the back-up project liaison's email address

**Phone:** Enter the back-up project liaison's phone number

**Please note:** We ask for both a primary liaison and a back-up, in case the primary liaison has to leave before the project is finished.

**Please check this box if you are applying for a Summer-Fall International Capstone:** [ ]

## PROPOSAL ABSTRACT

**Describe the key points of your proposal (50-75 words):**

## ORGANIZATIONAL DESCRIPTION

**Please describe your organization or unit, including mission, scope of work, key program activities, target population, and number of years in operation.** (For Capstone projects, we look for organizations that have been operating for at least three years, have at least three full-time employees, and can offer a mutually beneficial opportunity for the agency and the student team.)

## CAPSTONE PROJECT OVERVIEW

### Project Scope

**Describe the scope of the project for which you would like a Capstone Project Team to focus.** (The best Capstone proposals are important but not urgent; achievable within the academic timeframe and with the resources available; provide a clear definition of the problem or issue to be addressed; have a realistic scope; and specify tangible deliverables for the Capstone team to provide.)

**Please provide a brief overview of the issue or problem. (500 word limit.)**

**Why is this issue of particular relevance to your organization? What are the implications of this issue or problem for your agency?** 500 word limit.

**Please describe potential activities in which the Capstone Team might engage** (i.e. conduct a literature review, create and administer a survey, evaluate a program, analyze a dataset, etc.). 500 word limit.

**Specific skills or qualifications that would be helpful for the Capstone Team to have in order to address this problem** (i.e. knowledge of specific computer software, statistics, experience in your organization's issue area, etc.). 500 word limit.

## DESIRED OUTCOMES

**Please describe the deliverables that are expected of the Capstone Team at the completion of the project** (i.e. survey or evaluation instruments, draft policies and procedures, resource lists, analysis of large datasets, a comprehensive report, recommendations on how to proceed, etc.). Approximately 250 words.

## SPECIAL CONSIDERATIONS

If applicable, please describe any special considerations that NYU Wagner and/or the Capstone Project Team should be aware.

**Was this project designed with specific NYU Wagner Students in mind? If so, please list student names.** 15 word limit.

**Can you anticipate obstacles that a Capstone Team might encounter while working on this project** (i.e. incomplete data, lack of buy-in for the project, staff turnover, etc.)**?** 250 word limit.

**Must a significant portion of research and data gathering be done during regular business hours?** (Many Wagner students work full-time and may have constraints on their daytime availability)**.** 50 word limit.

**Will the Capstone Team have access to private client data that may present obstacles for progress on the project, and how/when do you plan to have approval for the Capstone team to proceed with gathering information given potential obstacles?** 100 word limit.

**Will the Capstone Team be required to conduct field research and/or visit multiple locations, other than the primary client site, to complete their project? Where would the team travel?** 250 word limit.

**How did you hear about the NYU Wagner Capstone Program?**

(For example, from a Wagner Graduate, you are a Prior Capstone Client, you are a Wagner Graduate, you received an email from Wagner, you are a Wagner Faculty member, you are a Wagner Student, or Other.)

How did you hear about the program?

**If you selected “Other,” please provide more detail:**

Please provide more detail.

## QUESTIONS?

If you have any questions about the Capstone Program, please send an email to wagner.capstone@nyu.edu or call 212.998.7491. You may also refer to the [Capstone Employer Website](https://wagner.nyu.edu/portal/employers/capstone).