

COMMUNITY SERVICE PROJECT (CSP) GRANT

Application Summary:

- Applications are due one quarter before implementation of the service projects.
- Applicants are required to meet with the Director to discuss the proposal before the application deadline.
- Fall Application Deadline: **February 17, 2012**
- Notification of awards will be made by **March 2, 2012**

Project Title: _____
Project Start Date: _____ Project End Date: _____

Applicant Name: _____
Current Address: _____
Permanent Address: _____
Home Phone Number: _____ Cell Phone Number: _____
Student ID Number: _____ Email Address: _____
Major: _____ College: _____
Year in School: _____ Exp. Graduation (Q/Y): _____

How did you hear about the CSP Grant? _____
This grant proposal may be used as an example for future applicants? Yes No

1. Community Sponsor: _____
Organization Name: _____
Phone/Email: _____
Financial Contact: _____
2. UCSC Sponsor: _____
Dept/Phone#: _____

Total Project Cost: \$ _____

Total Amount Requested for CSP Grant: \$ _____

(Note: Complete budget to be included in proposal.)

<p>Submit Proposal To: Chris Silva SVC Director Student Services/SVC Office Hahn 245 Deadline: February 17, 2012</p>
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Proposal Check List:

- SVC Meeting Agreement
- Application Summary (this page)
- Grant Proposal (format guideline provided)
- Budget
- Community & UCSC Sponsor Letters

Questions? Contact the Student Volunteer Center at (831) 459-3363 or volunteer@ucsc.edu.

CSP Grant Proposal Format Guidelines

Please use the following guideline to format your proposal for review by the CSP Grant Committee. All components should be typewritten with the exception of the budget form, which should be completed clear and legibly.

- Cover sheet
 - The Application Summary may serve as your cover sheet unless you would prefer to supply your own with all requested information.
- Grant Proposal
 - Abstract
 - This should be a concise summary of your project and its intended function in the community and in your own service-learning experience.
 - Narrative (*double-spaced, not to exceed four pages*)*
 - Background
 - How did you come to decide upon this project and why does this need to be done? What evidence do you have to support this need?
 - Objective
 - What will your project realistically accomplish? What are the projected benefits to the community?
 - Method
 - How will you carry out this project? What is the specific design or procedure that you will be following? Who will be involved? Where? How so? When do you plan on having this completed? The more specific the better – a timeline is suggested but not required.
 - Stewardship
 - What qualities do you possess that will allow you to carry out this project as planned? What indicates that you will demonstrate honorable fiscal accountability for monies awarded to you through this grant?
- Budget
 - Completed budget form including specific vendors and exact price quotes. Note: You may include a brief section following the narrative portion of your proposal if any of your budget items require further explication.
- Community and UCSC Sponsor Letters
 - A community sponsor should support and guide you through the process of your project, making sure that the funds are utilized to benefit the Santa Cruz community. Examples of community sponsors are non-profit leaders, county residents, local politicians, or a mentor that will be involved in the project.
 - A campus sponsor will help you utilize campus resources and provide guidance pertaining to the project. This sponsor does not need to work in a department that is related to your project. A campus sponsor may be faculty or staff.

Note: If you need help identifying a community or campus sponsor, please feel free to contact the Student Volunteer Center at (831)459-3363.

***Narrative:** you may find the **4 Critical Elements of Thoughtful Service** helpful throughout writing your grant proposal. Consider the following in applicable portions of your grant proposal:

○ **Community Voice**

How do you know there is a need for this project? What community members (i.e., community organization leaders, government leaders, citizens, etc.) did you talk to and how did they help you to identify the need for this project? How have community members helped you design the project?

○ **Orientation and Training**

How will you prepare volunteers for their work on this project? Who will be involved in volunteer training and orientation (i.e., representatives from organizations being served, clients of those organizations, past volunteers, faculty or campus staff who volunteer at the organization)? When will training and orientation occur?

○ **Meaningful Action**

What specific activities will volunteers be doing? Will volunteers work directly with the population being served and, if so, how will this take place? How will volunteers know that the work they are doing is important? What is the expected impact of the service? Is it long-term?

○ **Reflection**

What opportunities, both group and individual, will you provide for volunteers to discuss and process their service experiences? How will you help them tie their service experiences to their personal lives, education, and professional goals? Will the reflection opportunities occur before, during or after the project? (All three are ideal!)

You may find the following online grant-writing guide helpful: <http://www.npguides.org>.

Other Required Items Upon Grant Approval:

- 204 form(s) for vendor(s) not in University System (*to be completed immediately upon approval*)
- CSP Grant Contract (*to be completed prior to project start date*)
- Student Project Reflection (*to be submitted upon completion of project*)
- Community & Faculty Sponsor Evaluations (*to be submitted upon completion of project*)

Grant Deadline for Fall 2011: November 4, 2011

Community Service Project Grant Itemized Budget Form

All budgeted items below must include their vendor, marketed full name, product number, and the *exact cost* of the item. Applications that include estimates or incomplete budget forms will be returned to the student and will not be considered for that deadline (no exceptions!). We will accept an additional page outlining the below expenditures if necessary; however, this is not required.

Title of Project _____

1. Budgeted Project Items	Vendor	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

A. Total Grant Project Cost _____

2. Other Income Sources	Amount
_____	_____
_____	_____
_____	_____

B. Total Other Income Sources _____

3. In-kind Contributions	Amount
_____	_____
_____	_____
_____	_____

C. Total in-kind Contributions _____

4. Total Other Income & In-Kind	Amount
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D. Add Amounts from Lines B & C _____

5. Remaining Balance	Amount
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E. Subtract Line D From Line A _____

6. Grant Request

Amount

**F. Total Amount
Requested**

7. Other Budget Information

- If the amount listed in part F is less than the amount listed in part E, how will you obtain the rest of the funds needed for the project?

- Should you be awarded less than the amount requested, will you still be able to implement your project? Yes No

Please complete upon grant approval:

- Do all of your vendors have an existing account with UCSC? Yes No
 - If no, please specify:
