



Community Service Office

Gephardt Institute for Public Service

Social Change Grants 2010 Proposal Guidelines

**Grants to pursue innovative ideas serving the common good
in the spirit of social entrepreneurship.**

Overview

Washington University Social Change Grants provide funding and support for students to pursue innovative social change ideas and community projects. The funding is intended to help individuals and groups defray project and/or cost-of-living expenses, enabling students to devote full attention to the development and implementation of their projects without the need to pursue paid work. Funding can be used at the recipient's discretion to cover costs of the project, cost-of-living expenses, and/or in lieu of earnings during the summer or academic year. The Community Service Office provides mentorship and support to prospective grant applicants in the development of their project proposals, and to grant recipients in the implementation and wrap-up of their projects.

To view the list of grants available for the 2010 cycle, as well as abstracts of past projects, please visit www.communityservice.wustl.edu/grants.

Key Dates in the Proposal Process

Office Hours: Fridays 1-3pm (November 6, 2009 – February 12, 2010), Community Service Office

Intent to Apply Deadline: January 25, 2010, 5:00pm

Proposal Writing Workshop: January 28, 2010, 4:00-5:30pm, Danforth University Center 233

Applicant Workshop: January 29, 2010, 4:00-5:00pm, Danforth University Center 233

Proposal Deadline: February 12, 2010, 5:00pm

Guidelines for Preparing and Writing the Proposal

- All interested students are strongly encouraged to meet with Sarah Tillery or Stephanie Kurtzman in the Community Service Office, at the earliest stages of their idea for guidance and support in developing the project proposal. Office hours are first-come, first-served with no appointments.
- Applicants are required to meet with Sarah Tillery or Stephanie Kurtzman for a 30-minute appointment before the proposal deadline. Applicants should come prepared to discuss the content of their proposal and budget, and should also come with questions to maximize the value of the meeting.
- To develop effective projects and strong proposals, applicants are urged to utilize campus resources, including the Writing Center, Career Center, Writing Help Desk at Cornerstone, academic advisors, faculty sponsor, faculty/staff mentors, and Social Change Grant Advisory Board.
- All applicants are required to attend a one-hour workshop, which will provide essential information about safety, cultural sensitivity, and community partnerships applicable to all proposals. Applicants are also strongly encouraged to attend the Proposal Writing Workshop.

Proposal Process

- Applicants must express their intent to apply via email to Stephanie Kurtzman (stephanie.kurtzman@wustl.edu). The email should include the applicant name(s), tentative project title, and project location. Applicants who do not submit their intent to apply will still be considered in the proposal review process.
- Proposals must be submitted according to the submission instructions (see below), and will be reviewed by the Social Change Grant Advisory Board Selection Committee. Finalists will be invited to make a presentation to the committee. Stern finalists eligible for priority consideration may also be asked to meet with a member of the Hillel staff.
- Students may apply for multiple grants if they meet eligibility requirements, but may receive only one grant per cycle.
- Students may apply for other summer funding grants or stipends through Washington University, but may only be awarded one grant per annual cycle. Students awarded a Social Change Grant are expected to withdraw their name from other WU grant and stipend selection processes, and are strongly discouraged from seeking additional funding from Washington University offices, departments, and organizations.

Characteristics of Promising Projects

Proposals will be judged based on the following criteria:

- Concept, idea, and plan are innovative and developed by student(s).
- Addresses an area of social, economic, and/or environmental concern.
- Evidence that student has explored the idea with appropriate mentors and community experts.
- Existence of necessary resources (human, material, location, etc.) for effective implementation.
- Evidence of partnership(s) with established non-profit or governmental agencies. While the project should be innovative and student-run, agency partners often provide critical access to relevant community members, space, and local resources.
- Realistic planning and implementation timeline.
- Ability to begin and complete project over duration of grant period, and demonstration of plans to properly conclude or sustain project.
- Clear objectives and measurable criteria for success.
- Demonstrated knowledge/background, cultural sensitivity, and concern for community to be served.
- Positive impact of proposed project on community to be served, and appropriate attention to potential risks associated with safety, liability, and community harm.
- Evidence that student(s) are dedicated to project and qualified to implement it effectively.
- Proposal is well-written, well-developed, and professional.

Expectations of Grant Recipients

- Focused work on proposed project, full-time for 8-10 weeks during the summer (and 10-12 hours per week during the academic year for the Kaldi's Grant).
- Responsible representation of Washington University during all aspects of the project.
- Meetings with Stephanie Kurtzman or another member of the Community Service Office staff before, during, and after project as detailed in grant acceptance.
- Written report and thank you letter to donor, following the guidelines provided by the Community Service Office, by September 15, 2010. Report and photos will be added to the Social Change Grants website and may be used in Community Service Office print and online materials.
- Presentation(s) to the University community upon request.

Materials Required for a Complete Proposal

- Cover sheet with demographic information (see below) and Abstract (maximum 150 words)
- Proposal (maximum 1000 words) addressing background/context, implementation plan, resources, objectives, and method of evaluation.
- Budget (one page).
- If applying for multiple grants, please include a statement (maximum 300 words) and alternate budget (one page) explaining how the project would be adjusted for each grant.
- Identification of a faculty/staff sponsor from a related discipline to assist with development and implementation of project. Grant applicants and recipients are encouraged to work closely with their sponsors in the interest of developing the strongest possible project. The frequency and duration of meetings are at the discretion and mutual agreement of the student and sponsor.
- Letter(s) of endorsement from community partner(s) and/or faculty/staff sponsor (one letter at minimum; more are encouraged).
- Resumé detailing relevant experiences.

Demographic Information to Include in Cover Sheet

If more than one individual is co-applying for a grant, please answer questions 3-15 below for each individual.

1. Project title
2. Grant(s) applying for (Gephardt, Kaldi's, Stern)
3. First name
4. Last name
5. Email address
6. Cell phone
7. Local street address
8. Local city, state, zip
9. Academic status (freshman, sophomore, junior, senior, or graduate/professional)
10. Anticipated graduation year
11. Primary academic school
12. Major(s) / field of study
13. Minor(s) / field of study
14. Cumulative GPA
15. For Stern Social Change Grant applicants only: Are you involved in any program supported by Hillel?
(Yes, No, or I'm not sure. If yes, please offer a very brief explanation of your involvement)
16. Faculty sponsor
17. Faculty sponsor title
18. Faculty sponsor email
19. Faculty sponsor phone
20. Faculty sponsor address

Proposal Submission Guidelines

- Proposals must be submitted through the Career Center's CAREER/*link* website, which is linked from www.communityservice.wustl.edu/grants.
- All undergraduate students should have access to CAREER/*link*. If you have misplaced or don't know your log-in information, please contact Sanela Dzankovic in the Career Center at 314.935.9005.
- Graduate & professional students who are in the College of Arts & Sciences or the Business School should also have access to CAREER/*link*. If you are graduate student in Law, Medicine, Engineering, or Social Work, please contact Sanela Dzankovic in the Career Center (314.935.9005) to have a profile established.
- You will be required to upload a resumé if you do not already have one on CAREER/*link*. You are advised to do this before the proposal deadline date. When uploading a resume, select "resume" and not "other documents" in order to upload correctly.
- Cover sheet (with demographic information and abstract), proposal, and budget should be submitted as a single document, with a filename indicating your last name and the grant name(s) (e.g., Jones – Stern/Gephardt Proposal).
- Letter(s) of endorsement should have a filename indicating your last name (e.g., Jones – Stern Endorsement Letter) and uploaded as "other documents" on CAREER/*link*. Alternatively, letters may be emailed to stephanie.kurtzman@wustl.edu.
- For best transmission of your materials, Microsoft Word documents are recommended over pdf documents.
- Before selecting the Social Change Grant on screen, you should first upload your documents through the "documents" tab in your profile page.
- When you enter CAREER/*link*, click on "My Jobs" and then select "Posted by WU Career Centers". When the general search screen opens, change "position type" to "WUSTL Stipend" and click search. There will be one listing for all Social Change Grants.
- All documents must be added to your application at the same time. Once CAREER/*link* considers your application complete, it will not accept additional documents.
- Proposals must be received by 5:00pm on the deadline date. You are advised to allow time to address any questions that arise with the online submission process so that your materials are submitted on time.