



UBC's Centre for Community Engaged Learning Innovation and Chapman Grants Application Package

➤ About the Grants:

Purpose

The Innovation and Chapman Grants are designed to help students work with a community organization to test a new idea and take initiative in tackling issues affecting under-represented populations in their local communities.

Details

All UBC undergraduate and graduate students (except doctoral) are eligible for the Innovation and Chapman Grants.

Up-to \$10,000 is available for each project and 3-5 projects are funded each year. Students do not need to apply for the full amount if another amount is more appropriate for their project needs. Projects should be completed no later than August 31st, 2019.

The Innovation and Chapman grants are designed to help students work with a community partner to test a new idea and take initiative in tackling issues affecting under-represented populations in their local communities. We encourage students and community partners to be innovative in their thinking and to test new ideas without the fear of failing. In fact, the Innovation and Chapman grants are specifically designed to help students and community partners think imaginatively, constructively and to push boundaries - without concern for everything going right - as we believe the best learning often comes from simply trying.

Successful proposals promote the self- empowerment of communities and foster strong, long-term partnerships between UBC and the community. Grant recipients are required to submit both a midterm and final report.

Deadlines

WINTER 2019

Application Deadline: January 29th, 2019 – **5PM PST**

Notice of Committee Decision: February 26th, 2019

➤ **The Application Form**

Grant applications are submitted electronically via this link: CCEL Website with link to form. This document mirrors the electronic form.

As you complete the application, we recommend using the grant application toolkit available online at https://gsharing.az1.qualtrics.com/ControlPanel/File.php?F=F_7ZH2zz92MiCPmIJ. The toolkit offers additional prompts, details and support as you complete the application.

CCEL grant advisors are also available to assist applicants throughout the process. To request a session email: community.learning@ubc.ca.

➤ **Student Information:**

Legal First Name:

Legal Last Name:

Preferred Name:

UBC Student Number:

Home Address:

Phone Number:

Email:

Faculty:

Year:

➤ **Community Partner Information:**

Legal Organization Name:

Please Note: Sometimes the name an organization goes by is not their official, legal name of incorporation. For this grant application, the organization's legal name of incorporation is required.

Organization's Legislation of Incorporation:

(IE. BC Societies Act, the Co-operative Act, or other)

Organization's Incorporation Number:

Organization's Mailing Address:

Name of Main Staff Contact for Your Project:

Contact Person's Job Title:

Contact Person's Phone Number:

Contact Person's Email:

Number of Signatures Required by Organization to Enter into a Contract:

List of Additional Names At Community Organization Working on Project:



➤ **Executive Summary (300 words max)**

The executive summary provides a succinct overview of the entire project proposal, including a brief description of key information from each section. Describe your project in a way that is accessible to a broad audience, keeping in mind your summary is generally read first, before the full proposal is reviewed. If your proposal is successful, this summary may be published on the CCEL website.

➤ **Opportunity Statement (150 words max)**

The opportunity and partnership statement is a brief and clear explanation of two components, (1) what the opportunity you have chosen is, in detail, and (2) why you and your community partner are best equipped to tackle this opportunity. To complete this section, write a brief statement which explains the who, what, where, why, when of your opportunity and also explain why you and your community partner are best qualified to collaborate and implement your proposed project.

➤ **What Are Your Project Goals and Objectives? (500 words max)**

Project goals are broad – often - visionary statements which state what you hope to accomplish overall. They are often immeasurable and ambitious, letting the reader know the ideals of your project. Objectives, on the other hand, are smaller, measurable points which explain what results you expect to occur when you take specific actions towards your goals. Use this section to explain what the project will do when you get to work! When completing this section, make sure to reference how the projects goals and objectives match CCEL’s criteria and clearly indicate, with bold font, what are your goals versus objectives.

Example:

Goal: Decrease the degree of malnutrition among young children in the southwest region of Baltimore. (note: this goal is what you hope to accomplish, broadly.)

Objective: By the end of year one, provide 125 mothers in the southwest area of Baltimore with a 2-hour training program that will provide health and nutrition information. (notice how this SMART objective is specific, measurable, attainable, realistic and time-bound).

Taken from: <https://www.thebalance.com/writing-goals-for-grant-proposal-2501951>



➤ **Project Description, Timeline and Milestones (1000 words max)**

Describe and explain your project idea, in detail. You should include the activities and tasks that you and your partner propose to achieve and note the key personnel responsible for completing these activities. Provide a clear timeline for how, and when, you will achieve the stated objectives of the project. Please highlight the major milestones of your project, including the start date, major activities and conclusions. Be clear and concrete and think about answering who, what, where, why, when and how. Remember to connect your activities to the goals and objectives.

How Do You Anticipate Your Project Will Impact the Community? How Might Your Project Continue After It's Completed? (150 words max)

Think about how you anticipate the project will positively impact the community once the project is over. Illustrate how your project will be leveraged by the community, and community partner, beyond UBC's involvement. Think about ways your project might continue, long-term. Clearly articulate the short-term and sustainable benefits. Explain how these will enhance the work of your community partner.

➤ **Partnership Strengths (150 words max)**

What makes you and your community partner the best match to initiate this project? Highlight the strengths of your partnership by discussing the skills and expertise among the collaborators that make them well suited to run a successful program. Discuss the skills and talents that already exist in the community and how your project will leverage these assets.

➤ **Project Innovations (150 words max)**

What makes your project different? How will your project address an issue differently, than other projects addressing the same issue? Why do you think this approach is better than others? What makes your project special?

➤ **Reflective Learning (Point Form):**



A. Using Bloom's Taxonomy of Verbs ([linked here](#)) list **three learning** objectives for your project: write two for yourself, as the project lead, and one for your community participants. Please list them below and feel free to be as creative as possible.

B. In point form, describe how will you demonstrate your learning and/or growth? What specific opportunity will you provide to discuss and process the project experience?

➤ **Budget**

Your budget should be aligned with you project and your project activities; it should also be realistic given the scope of your project. Please include detailed expenses including direct expenses, student expenses and in-kind contributions. A template is provided with sample expense categories to consider – however, not all categories will be applicable to your project. Please adjust the categories according to the needs of your project.

Familiarize yourself with what you need to hand in (including the format) and work towards completing those tasks, in the correct format, throughout the duration of your project.

The following two resources are valuable resources in planning for a UBC funded project:

- Grants Budget Template: [Budget Template](#)
- UBC Expenditure Guidelines: <https://finance.ubc.ca/procure-pay/expenditure-guidelines>

Please note: Students are able to allocate up-to 30% of the total grant towards a personal stipend for participating in the project. This allocation is intended to reduce financial barriers towards project participation.

➤ **Two Letters of Support**

You will need to submit two letters of support, one from your community partner and one from a UBC staff or faculty member who can speak to your experience and abilities.

- (1) The letter from your community partner should endorse your project idea, your project proposal and your ability to execute the project. The letter should also describe your relationship with the community partner, how the community partner co-developed the project idea and how the community partner will support your learning objectives.



- (2) The letter from a UBC faculty or staff member should endorse your ability to execute the project. The letter should speak to your readiness, experiences, abilities, leadership, commitment and/or your experience in community-based learning. Please have the referee speak directly about how your skills link to your project proposal.

➤ **Proof of Enrolment**

Students must demonstrate they are in good standing with UBC by submitting a proof of enrolment letter. This letter can be downloaded, free of cost, from the [UBC Student Centre Portal](#).

➤ **Unofficial Transcript:**

Students must demonstrate that they are in good academic standing at the time of submission of this application, by uploading an unofficial transcript. The unofficial transcript can be obtained free of cost in pdf format, from the Student Service Centre at ssc.adm.ubc.ca/sscpportal/servlets/SSCMain.jsp?function=SessGradeRpt

➤ **Resume/CV**

Your resume/CV should be up-to-date with your current activities, experiences and academic status. When choosing from the full breadth of your past work, volunteer and academic experiences, please highlight those which demonstrate your readiness to undertake your proposed project. Be sure to include relevant information about yourself that relates to the activities you are proposing to undertake.

