



# Grants Eligibility Guidelines

Before a grant is sent to the adjudication committee, it must meet the requirements outlined below. If the criteria below are not met, the grant may be withdrawn from the candidate pool.

## Overview

All applications must include one (1) UBC student and one (1) community organization who are listed on the application.

## Student Status

### All Grants (Chapman & Innovation Grant, Global Fund, Connect to Community Grant)

- Only undergraduate and masters degree-seeking students are eligible for CCEL grants. PhD students are not eligible.
- Students must be studying at UBC-Vancouver campus, Okanagan students should contact Robyn Bunn at the Student Experience Office ([robyn.bunn@ubc.ca](mailto:robyn.bunn@ubc.ca)).
- Diploma, certificate and [non-degree](#) students are not eligible for CCEL grants.
- Students currently on co-op are eligible.

### Chapman & Innovation, Global Fund

- Multi-student teams should contact a CCEL advisor to learn about administration and honoraria processes.

## Community Partnership

- A UBC student cannot receive funds to work with their own organization. UBC students who have founded or co-founded a registered non-profit must partner with an additional community organization that is separate from the one they have founded. Alternately, a non-affiliated student can apply for funds to support the organizations efforts.
- UBC student groups and clubs are not eligible for CCEL grants, however, a member of the organization can apply to represent the efforts of the group. The project must still be in partnership with an appropriate community partner. The partnership cannot be between a student and a student group.
- Partnerships with for-profit business are not eligible.



## Project Eligibility

### Budget

All expenses must be in line with [UBC Expenditure Guidelines](#).

#### Connect to Community (C2C)

- The budget cannot be spent on a student stipend.
- Budget should outline all project costs, not just the grant allotment. The budget should provide a full project expense summary.

#### Chapman and Innovation (C&I)

- The budget can allot up to 12% for **community partner administration costs** associated with hosting and supporting the student throughout the project.
- The budget can allot up to 30% for a **student stipend**.
- The budget should outline all project costs, not just the grant allotment. The budget should provide a full project expense summary.
- Students can secure additional sources of funding to support the project or initiative. Any funds secured or applied for prior to the application should be disclosed in the submitted budget.

#### Global Fund

- The budget can allot up to 12% for **community partner administration costs** associated with hosting and supporting the student throughout the project.
- The budget can allot up to 20% for a **student stipend**.
- The budget should outline all project costs, not just the grant allotment. The budget should provide a full project expense summary.
- Students can secure additional sources of funding to support the project or initiative. Any funds secured or applied for prior to the application should be disclosed in the submitted budget.

### Location

- Projects based on-campus are not eligible for funding. Project are meant to serve communities that are based off campus.
- Priority is given to projects that support marginalized or under-served communities.
- On campus partners (e.g. AMS, faculty, UBC staff, student clubs, etc.) are not considered eligible community partners.
- Projects must take place in British Columbia.



## Additional guidelines relevant to all three grants:

- Funding will not be approved for the same project in the following year or in subsequent years if the project is unchanged.
- Students are not limited in the number of grants received. However, after having been awarded an initial grant, subsequent applications must demonstrate project innovations and how learning is measured.
- If you have been awarded a CCEL grant, you must fulfill reporting requirements before you can apply for new funding. Reporting requirements include a 1) Project Report detailing project outcomes and learning, and 2) an Expense Report.
- Students can only apply to one grant per cycle.
- Funding shall not be used for the personal gain of individuals, or to fund an organization's ongoing operational or core expenses.
- Applications submitted after an event or project has been completed are ineligible.
- Projects that are deemed politically partisan may be disqualified from the pool.
- Your grant project cannot be for course-credit. Projects that are extensions of, or innovations on course-work are eligible, but should be discussed with a grants advisor to be sure.
- Registration or travel to academic conferences are not eligible.

Contact CCEL ([community.learning@ubc.ca](mailto:community.learning@ubc.ca)) to meet with an advisor if any questions remain.