



Chapman and Innovation (C&I) Grant - Application Package

Before submitting your application, please review [The C&I Application Toolkit](#) for guidance about how to fill out each section of this application form. **We recommend reading through the toolkit before you start, and referencing it often as you complete your application to strengthen your submission.**

Application Steps

- 1. Review Grant Eligibility Guidelines.** Review the [Eligibility Guidelines](#) to ensure your project meets the criteria to be considered for funding. If you are unsure about whether you qualify for this grant, reach out to CCEL's Grants Advisor: Jacquie.kwok@ubc.ca
- 2. Fill out this application document in partnership with your community organization.** You will be asked to attach a copy of this document (word doc or PDF are OK) within the application portal.
- 3. Complete the budget component of your project** (refer to the Application Toolkit linked above for how to create your budget).
- 4. Have the following documents ready**, as you will be asked to attach them within the application portal:
 - Partnership Expectations Agreement.** [Linked here](#). You and your community partner representative (main contact) listed must review and provide signatures.
 - Community Partner Letter:**
 - This letter should come from the community partner listed. It should endorse the project proposal, speak to your relationship with them, and describe their involvement in the co-development of the project idea.
 - Proof of Enrollment** – Obtain for free, here:
 - o ssc.adm.ubc.ca/sscportal/servlets/SSCMain.jsp?function=StudentLetters
 - Unofficial Transcript** - Obtain for free, here:
 - o ssc.adm.ubc.ca/sscportal/servlets/SSCMain.jsp?function=SessGradeRpt
 - Updated Resume/CV**

Submission Format

Ensure that all submitted documents follow the naming convention below:

FirstNameLastName – DocumentFunction → E.g. *MichaelScott – UnofficialTranscript*

- 5. Final Step:** Enter the [\[Application Portal\]](#) and complete all the sections within, uploading the appropriate documents where requested.

Chapman & Innovation Grant (C&I) Application:

Student Applicant Details

Legal First and Last Name:

Preferred Name:

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Current Home Address:

Domestic or International Student?

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E-mail Address

Phone Number:

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Year Level of Study:

Faculty:

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Program

Undergraduate or Master's?

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Community Partner Organization Details

Community Partner Organization's Legal Name of Incorporation:

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Community Partner Organization's Legislation of Incorporation (e.g., BC Societies Act, the Co-operative Act, or other):

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Community Partner Organization's Incorporation Number:

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Community Partner Organization's Mailing Address:

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Name of Staff Contact for your Project:

Job Title:

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Phone Number:

E-mail Address:

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Other individuals at community organization working on this project (list, if applicable):

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APPLICATION WRITTEN COMPONENT

Project Title

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Project Summary

Upload your responses to the following components as an attachment in the *Application Package* section of the application portal. You can attach this entire document.

1. **Executive Summary:** Provide an executive summary of your project. What are you seeking to accomplish? (max. 300 words)

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2. **Opportunity Statement:** What social and/or environmental issue does your project aim to help address? What opportunity have you identified to make a difference in this selected area? (max. 200 words)

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3. **Community:** Which community would you project support, and why is this an important community to serve? What equity and ethical considerations exist? (max. 200 words)

4. **Objectives and Goals:**

Objectives; measurable initiatives that will help you achieve your broader goals. Consider the S.M.A.R.T objectives acronym: Specific, Measurable, Actionable, Realistic, Time-Bound. (max. 100 words)

Goals; The overall ambitions of your project. They are macro, high-level statements about what you hope to accomplish. Goals are not as specific as objectives. They might be loftier in their wording but should remain within the scope of your project. (max. 100 words)

5. **Activities and Timeline:** Provide a project timeline that outlines key milestones and major activities E.g., workshops, campaigning, volunteer recruitment. Add more rows if needed

Timeline (when)	Activities/Project Milestones (who, what, where, why, how)

6. Innovation: What makes your project unique or innovative? What other work is happening in this area and how does your project address this differently? Why do you think this approach will be impactful? (max. 200 words)

Community Partnership Summary

7. Collaboration: Describe how you and your community partner will work together to co-design, develop, and implement this project. Why are you and your partner well-positioned to deliver this project? (max. 200 words)

8. Impact: Describe how your proposed project will meaningfully impact the community. How does the project connect with your community partner’s priorities and values? What are both the short-term and long-term benefits? (max. 200 words)

9. Impact Assessment: How will the overall impact of this project be measured? (max. 200 words)

10. Ethical Engagement: Describe how you and your community partner will engage ethically with the community throughout the duration of your project. (max. 200 words)

Learning Summary

CCEL grants are learning grants, driven to support students in building personal and professional skills.

11. Personal Learning: What 3 learning objectives would you like to set for yourself as the project lead? These can be technical skills, soft skills, or a combination of both (max. 100 words)

Review and Notice

Applications will be reviewed by an adjudication committee. Applicants will be notified via email of the committee's decision. Timelines for this process can be found CCEL's [Grants Page](#).

CCEL's Grant Advisor is available to support you through the application process. Reach out if you need any form of support or wish to book an appointment at community.learning@ubc.ca or jacquie.kwok@ubc.ca.

After submitting your application, a confirmation email will be sent to you. If you do not receive this email, contact jacquie.kwok@ubc.ca to ensure your application was received. Any technical issues with the submission form should be reported to jacquie.kwok@ubc.ca as soon as possible.

Thank you, and we wish you the best of luck!

- The team at UBC CCEL