Chapman and Innovation (C&I) Grant Application Package

About the Grant

The Chapman and Innovation (C&I) Grant offers UBC students the opportunity to create and implement a meaningful project in partnership with a BC-based not-for-profit community organization. It is designed to support students to take initiative and test out a new idea aimed at addressing social and/or environmental issues affecting under-represented populations in their local communities.

The C&I Grant provides a dynamic learning opportunity, challenging students to learn from the application process through to project planning, implementation and completion, without the fear of failing. You are challenged to think imaginatively, constructively, and to push boundaries without concern for everything going right. We believe the best learning often comes from simply trying. Applicants can request between $1,500 and $10,000 in funds for their proposed project which must be completed within six (6) months of the grant being awarded.

Successful proposals promote the self-empowerment of communities and foster strong, long-term partnerships between UBC and the community. Recipients are required to participate in a mid-project check-in with CCEL staff and to submit a brief final report outlining project outcomes.

Eligibility

Please review our grant Eligibility Guidelines to ensure that you meet CCEL’s criteria to be considered for a grant. Questions regarding your eligibility can be directed to: community.learning@ubc.ca.

Budget

Your budget should be aligned with your project and your project activities; it should also be realistic given the scope of your project. You will be asked to submit a budget proposal as part of your application. Please include detailed expenses including direct expenses, student expenses and all relevant in-kind contributions (includes listing all confirmed funding sources and grant applications). Refer to p. 10 in the CCEL Grant Application Toolkit, and use this budget template as a guide. It is provided with sample expense categories to consider – not all categories will be applicable to your project. Please adjust the categories according to the needs of your project. You may also refer to the UBC Expenditure Guidelines document which outlines permitted spending activities.

Note: The Chapman and Innovation Grant allows applicants to allot up to 30% of their total project budget towards a student stipend.
Application Process

Applications are submitted through our online application portal, [linked here](#).

Supporting documents

The online application form will ask you to upload the following supporting documents:

- **Partnership Expectations Agreement.** [Linked here](#). You and your community partner representative (main contact) listed must review and provide signatures.

- **Two (2) letters of support.** Letter quality is assessed based on the criteria listed below. Inappropriate or incomplete letters can result in the disqualification of an application.
  - **Community Partner Letter:** The letter 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 demonstrate an understanding of project timelines and activities. This letter must come from the partner organization listed.
  - **Professional Reference:** The letter 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. The referee should speak directly to how your skills link to your project proposal. The referee can be a current or previous professor or supervisor.

- **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/sscportal/servlets/SSCMain.jsp?function=SessGradeRpt](ssc.adm.ubc.ca/sscportal/servlets/SSCMain.jsp?function=SessGradeRpt)

- **Proof of Enrollment.** Students must demonstrate that they are an active student at UBC by submitting a proof of enrolment letter. This letter can be downloaded, free of cost, from the UBC Student Centre at [ssc.adm.ubc.ca/sscportal/servlets/SSCMain.jsp?function=StudentLetters](ssc.adm.ubc.ca/sscportal/servlets/SSCMain.jsp?function=StudentLetters)

- **Resume/CV.** This 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.

Submission

All documents submitted as part of the grant application are required to follow the below document naming convention. Documents that do not meet this requirement may be excluded from the final package sent to adjudicators.

FirstNameLastName - DocumentFunction // [e.g. MichaelScott- Unofficial Transcript]
Written Component

Applicant Details
Student and community partner information will require manual entry into the online application.

Project Summary
Upload your responses to the following components as an attachment within the online application form (linked on previous page). The CCEL Grant Application Toolkit should be referenced as you work through each of the sections below to strengthen your application.

1) Executive Summary: Provide an executive summary of your project. (300 words max.)

2) The Problem: What is the problem you have identified? What opportunity have you identified to make a difference in this selected area? (200 words max.)

3) Target Population: In five sentences or less, describe your project’s target population. Which underrepresented community would your project support, and why is this an important community to serve? What equity and ethical considerations exist?

4) Objectives & Goals: Describe the objectives and goals of your project.

5) Activities & Timeline: Provide a project timeline that outlines key milestones, major activities (workshops, campaigning, volunteer recruitment) and the who, what, when, where, why and how of your project.

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

Community Partnership Summary

1) Collaboration Describe how you and your community partner are collaborating to develop this project. How will you work together to design and implement the project? How are you and your partner best positioned to initiate this project? (150 words max.)

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

3) Assessment: What are two ways you will measure impact on the participants or community members? (100 words max.)

4) Ethical Engagement: Describe how you and your community partner will ensure to engage ethically with the community throughout the duration of your project. (150 words max.)
Learning Summary

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

1) **Personal Learning**: Set three (3) learning objectives for yourself as the project lead.

2) **Assessment**: Describe how you will demonstrate your learning. Which specific opportunity will you take to discuss and process the project experience?

3) **Reflection**: How do you anticipate taking on this project will impact or build upon your perspectives and skillsets? What personal, academic and professional impacts do you anticipate?

Review & Notice

All grant submissions will be reviewed by an adjudication committee. Applicants will be notified via email of the committee’s decision. Timelines for this process are posted on the CCEL website.

CCEL grant advisors are available to support you through the application process. Reach out if you need any forms of support. To set up an appointment with an advisor, email community.learning@ubc.ca.

After submission, a confirmation email will be sent to you. If you do not receive this email, contact community.learning@ubc.ca to ensure your application was received. Any technical issues with the submission form should be reported to community.learning@ubc.ca as soon as possible.
Checklist of application components and documents

☐ Written component
  - Project Summary (Executive Summary, The Problem, Target Population, Objectives and Goals, Activities & Timeline, Innovation)
  - Partnership Summary (Collaboration, Impact, Assessment, Ethical, Engagement)
  - Learning Summary (Personal Learning, Assessment, Reflection)

☐ Your community partner’s contact information
  - Legal Organization Name and Legislation of Incorporation
  - Organization’s Incorporation Number
  - Mailing Address
  - Name of main staff or contact person, their position title and email

☐ Budget proposal - use this template as a guide (refer to budget section of this document)

☐ Grants Partnership Agreement [signed] – linked here

☐ Two (2) letters of support – Community Partner + Professional

☐ Unofficial Transcript

☐ Proof of Enrollment

☐ Resume/CV