Connect to Community (C2C) Grant Application Package

About the Grant

The Connect to Community (C2C) Grant offers UBC students the opportunity to create and implement a meaningful project in partnership with a local not-for-profit community organization. Designed as an introduction to the grants experience, this grant strives to be a dynamic learning opportunity, challenging students to learn from the onset of the application through to project completion without the fear of failing. We encourage students and community partners to test new ideas. Between $200 and $1,500 in funds can be requested per application. Projects are to be completed within six (6) months of the grant being awarded.

Key activities and required submissions

Successful applicants are required to participate in a mid-project check-in with a grant advisor. Upon project completion, grant recipients submit the following:

1. Brief project report
2. Expense Summary

Eligibility

Before proceeding with an application, all students should read the Eligibility Guidelines to confirm that their project is fundable through the Centre for Community Engaged Learning. Submissions that do not meet the eligibility requirements will not be considered. Submissions that do not include all required documents and signatures will not be considered.

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 grant 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). You can use this 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 Connect to Community (C2C) Grant does not permit funds to be used towards a student stipend.
Application process
Applications are submitted through our online application portal, linked here.

Supporting documents
Have the following documents ready before you begin filling out the online application form.

- **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

- **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

- **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

Project Summary

Complete your Project, Partnership and Learning Summary components within the text boxes below. This will be submitted as an attachment within the online application form.

To strengthen your application, the Grant Application Toolkit should be used as you complete the below components.

Project Summary

1) **Executive Summary**: Provide a summary of your project. What are you seeking to accomplish? (200 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? (100 words max.)
3) **Target Population/Audience**: Who is the target audience? (100 words max.)

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

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

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<th>Deadline (when)</th>
<th>Lead (who)</th>
<th>Details (how, where)</th>
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Partnership Summary

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

2) Describe how you and your community partner will ensure your project respectfully engages with the community. (100 words max.)

Learning Summary

1) CCEL grants are learning grants driven to support student in building professional and personal skills. Set three (3) learning objectives for yourself as the project lead.
2) Describe how you will demonstrate your learning. What specific opportunity will you provide to others and undertake yourself to discuss and process the project experience (e.g. blog, survey, reflection journal, and check-in).

3) What are two ways you will measure impact on the participants or community members?

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

☐ This Application Package, pages 3 - 6 filled out

☐ 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