CCEL Grants Eligibility Guidelines

Before a grant application can be shared with 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 If the criteria below are not met, the grant may be withdrawn from the candidate pool.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 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).
- Diploma, certificate and non-degree students are not eligible for CCEL grants.
- Students currently on co-op are eligible.
- Students can apply to maximum **one** grant per cycle.

Chapman & Innovation, Global Fund
- Multi-student teams should contact a CCEL advisor to learn about administration and honoraria processes.

Community Partnership
Eligible Community partners include nonprofits, public sector organizations, registered charities, societies, cooperatives, First Nations Communities, schools, and municipal, federal, or provincial government offices. For-profit organizations are not eligible

- 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. Alternatively, a non-affiliated student can apply for funds to support the organization's 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.

Budget
All expenses must be in line with UBC Expenditure Guidelines.

- The budget should outline all project costs, not just the grant allotment. The budget should provide a fully itemized 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 (*aka "in-kind" support/funding*)

Location

- Projects based on-campus are not eligible for funding. Projects 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.

Specific to the Connect to Community (C2C) Grant:

- Funds may not be allocated towards a student stipend.

Specific to the Chapman and Innovation (C&I) Grant:

- Up to 12% of the requested funds can be allocated towards compensating the **community partner org. for admin costs** associated with hosting and supporting the student throughout the project. CCEL Grant funds are not intended to be used towards shared organization operational costs e.g., office rent, utilities, etc.
- **Up to 30%** of the requested funds can be allocated towards the **student's stipend**.

Specific to the Global Fund:

- Up to 12% of the requested funds can be allocated towards compensating the **community partner org. for admin costs** associated with hosting and supporting the student throughout the project. CCEL Grant funds are not intended to be used towards shared organization operational costs e.g., office rent, utilities, etc.
- **Up to 20%** of the requested funds can be allocated towards the **student's stipend**.

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.
- 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.

If questions remain or further clarification is needed, please reach out to CCEL's Educational Programs Coordinator, Jacquie Kwok: jacquie.kwok@ubc.ca