

# CILSA Community Engagement Council Community Development Fund

## **Who can apply?**

All Saint Mary's College undergraduate students in good academic standing are eligible to apply to the Community Development Fund. Students can apply on their own, on behalf of a group or community partner, and/or in coalition with fellow students, faculty, and staff.

## **How can Community Development Fund grants be used?**

Community Development Fund is designed to support student initiatives that deepen the culture of service and social justice education at the College. Project examples include support for a summer service internship; a club, team or residence hall service project; a social justice speaker; and community partner initiatives. Funds can be applied to strengthen existing projects or to begin new ones. Funds granted in Spring 2008 must be expended by June 30, 2008.

## **What is the application process?**

Preferred deadline for applications is February 20, 2008. Students are encouraged to speak with CEC members about their ideas and questions. After an application is submitted, the applicant will have an informational interview with a CEC member. Grant-making decisions will be communicated to applicants no later than March 5.

## **What are the responsibilities of grant recipients?**

CEC Community Development Fund grant recipients are responsible for implementing their project as outlined in the proposal and sharing progress with their CEC liaison. Grant recipients will be asked to submit an evaluation of the project, including photos, promotional materials, and evidence of outcomes. Grant recipients will also be invited to participate in CILSA's end of year Celebration of Service.

### **Grant-Making Timeline—Spring 2008**

- Wednesday, February 20: Application deadline
- February 21-26: Informational interviews with CEC members
- Wednesday, February 27: Applications reviewed by CEC
- By Wednesday, March 5: Applicants informed of decisions

Submit applications to Vince Sison, Chair of CEC, at CILSA, 1<sup>st</sup> Floor Ferroggiaro Hall. Contact Vince with questions at [vsison@stmarys-ca.edu](mailto:vsison@stmarys-ca.edu).

# CEC Community Development Fund Application

Applicant's Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

Amount Requesting: \$ \_\_\_\_\_

## Part One: Applicant Information

Full Name	
Email Address	
Street, or PO Box	City, State, Zip
Campus Extension/Local Phone	Cell Phone
Major	Year of Graduation

## Part Two: Project Summary

Project Title	Project Date
Brief Description of Project (50 words maximum)	
Co-Sponsors and Collaborators	
Total Cost of Project	Amount Requested

### Part Three: Project Narrative

On an attached sheet, describe the project in greater detail (500-word maximum). Please include:

- Project planners and collaborators (on-campus and/or off-campus)
- The target audience for participation and community benefit
- Desired goals and outcomes of the project
- Timeline for project completion, including logistical aspects
- Plans to evaluate the project after completion
- How this project supports CILSA’s mission to foster a culture of service and social justice education at Saint Mary’s College

### Part Four: Project Finances

On an attached sheet, describe the finances for the project. Please include:

- All associated costs for the project
- Secured funding (amounts and sources)
- Pending funding (amounts and sources), including fundraisers
- Potential sources of revenue and how they impact the project’s budget
- Amount requested in this grant and how the grant funds will be used

### Part Five: Your Signature

I will utilize any funds granted for the intended purpose, and I will submit receipts for expenses as requested. I understand that any amount not used for the purposes in this application will be returned to the CEC Community Development Fund.

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**Signature**

**Date**

**Your Application Includes:**

- This completed application sheet
- Resume or short bio of lead applicant
- Letter of support from a campus or community collaborator
- Part 3: Project Narrative, on separate sheet
- Part 4: Finances, on separate sheet
- Informational interview with a CEC member

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