



GRANT APPLICATION

Applications due Wednesday, February 28th, 2024 by 5 pm ET.
Interviews will take place on Saturday, March 2nd, and Sunday, March 3rd, and are mandatory for all applicants.

What is the Community Partnership Funding Board?

The Community Partnership Funding Board (CPFB), a student-run program of the Public Service Center, seeks to foster student leadership and social responsibility by providing an opportunity to take action to address social justice issues. The CPFB assists students in developing grassroots community action projects and administers grants to make these projects possible. Funding is determined by project feasibility and compatibility with the Community Partnership Funding Board Philosophy Statement.

About the Grant

The Community Partnership Funding Board grants **up to \$2500 per project**. These grants are available during the fall semester. However, depending on funding allocation, a spring grant cycle may be available. Applicants must incorporate into their projects the five components of the Community Partnership Funding Board Philosophy Statement listed below. While each project may contain a different approach to these points, each student is obligated to address them thoughtfully when planning their projects. Applicants are strongly encouraged to attend one of the information sessions and to contact the CPFB with any questions regarding their proposal. **Only domestic (U.S.) projects are eligible for funding (no international projects).**

PHILOSOPHY STATEMENT CHECKLIST

SOCIAL RESPONSIBILITY – Taking informed action to confront social justice issues

- Address societal inequities and injustices through community and student action
- Address root cause of social justice issues and affect lasting improvements in the quality of life of individuals or communities

STUDENT MANAGEMENT – Augmenting student leadership, creativity, and energy

- Foster student leadership by making it possible for students to take an active role in planning and implementing projects that benefit from financial resources.

PARTNERSHIP – Uniting students with community members

- Encourage students to work with community partners
- Build a mutually beneficial relationship between students and community members
- Better understand and work to foster community engagement

EDUCATION – Partnership for service learning

- Address a need for further education in one or more target audiences (e.g. students, community members, etc.)
- Explore and develop creative problem solving techniques
- Apply knowledge from coursework and other university resources to community action projects

EVALUATION – Thoughtfully assessing the project and its effectiveness

- Plans to include feedback from community members
- Create reflection tools for students to reflect on personal performance in project
- Assess strengths and weakness of project and try to improve upon them
- Include a description of the evaluation process that will be utilized or an example of an evaluation tool (e.g. surveys). Assessment methodology and results must be presented at the Grantee interview, April reception and in the final grant report.



INSTRUCTIONS

Submit one (1) copy of your project application with all information filled out via Google Forms. As part of your application, you will sign up for an interview on either Saturday, March 2nd or Sunday, March 3rd. Interviews are mandatory for all applicants. Failure to sign up for an interview will result in a disqualified application.

PART I - APPLICANT INFORMATION

Name of Project: _____

Amount Requested: \$ _____

Location of Project: _____

Student Grantee Name: _____

Local Address: _____

E-mail: _____

Phone: _____

College: _____

Month & Year: _____

Major: _____

Additional Student Contact (if applicable): _____

Local Address: _____

E-mail: _____

Phone: _____

College: _____

Month & Year: _____

Major: _____



Participating Student Organization (if applicable): _____

Local Address: _____

E-mail: _____

Department/College: _____

Participating Faculty Advisor (if applicable): _____

E-mail: _____

Department/College: _____

Partner Community Agency: _____

Agency Grant Contact Name: _____

Address: _____

E-mail: _____

Phone: _____

Part II – Letters of Support

Please attach a **letter of support** from all participating agencies involved with your project. The purpose of this letter(s) is to ensure that the partner community is aware of the intended project and is in support of it. Any agencies involved need to explain in detail why they give their support.

If your project involves a faculty advisor, please also attach a **letter from your faculty advisor** stating specifically their engagement and involvement in the project and what educational outcome and/or academic support students will receive.

Part III - Project Proposal

1. Abstract: In no more than 500 words, describe your project. Please make this abstract brief and to the point.

2. Philosophy Statement: Concisely explain how your project meets each of the following components of our philosophy statement (1 page maximum):

- Partnership
- Student Management



- Social Responsibility
- Community Impact
- Education
- Evaluation

3. Participants: List ALL students/faculty/Cornell offices/staff/community members (other than those listed on previous page) involved in this project.

4. Budget: Prepare an *itemized* budget detailing how the funds from this grant will be used. You also should specify where you plan to deposit the funds. **Note: Checks are made out to individual student grantees, not organizations.**

This budget should include:

- All items you plan to purchase with CPFB funds and the sources/vendors from which the items will be purchased. (Please provide a link if applicable)
- Quantity, unit price, and total price for all items (Note: Purchases may be exempt from NY Sales Tax)
- Projected date of purchase

Other things to keep in mind:

- Please include projected taxes in your project proposal
- All other funding sources for this project (funding source & item(s) being funded)
- The CPFB cannot fund certain items including but not limited to salaries, flowers, and tobacco products. For a more comprehensive list, please see this page of non-reimbursable expenses [here](#).

Required: Please update THIS template with your project's budget:

Item (include description)	Quantity	Unit Price (\$)	Total Price (\$) (tax included)	Source/vendor	Date of Purchase
Crayola Crayons (Pack of 24)	4 packs	0.50	2.00	Amazon: www.amazon.com/crayons/	Feb 15, 2020

5. Time Line: Create a timeline that outlines both the planning and implementation stages of the project.

- Detailed (includes specific dates of implementation)
- Organized
- Realistic
- Include date of purchase for all items in budget

6. Please indicate:

- Whether the project will take place anywhere on the Cornell campus
- Whether project will need approval from any Cornell office
- Whether project will require a University Use of Property (UUP) Form
- Whether project involves minor children*
- Whether project involves transporting project participants*



***Note: CPFB must submit your application to be approved by the Cornell Risk Management Office**

7. Project Impact & Continuation: Please tell us how your project will continue once you have used your funds.

8. Has your community partner received grant funding from the CPFB in the past? If so, which grant project(s)?

9. Please indicate how you heard about the Community Partnership Funding Board.

INSTRUCTIONS

Submit one (1) copy of your project application via email to cpfb@cornell.edu.



CPFB Funding Guidelines

- a. Students can apply for grants up to \$2500 for their project.
- b. Projects must stem from the collaboration between students (if applicable, in partnership with Cornell faculty/departments) and community partners.
- c. Once the grant is allocated, a contract will be provided with thorough details of grant requirements and with set deadlines.
- d. Grantees must meet on a bi-weekly basis with an assigned CPFB contact at which reports and original receipts will be handed in. Original receipts (no exceptions) must be submitted to prove appropriate use of grant.
- e. Students and agency partners are required to attend the annual CPFB Grant Recipient Presentation being held on **Thursday, April 20, 2023 at 5pm** where they will formally present their project to other recipients and members of the Cornell and greater Tompkins County communities. The results of the evaluation component of the grant must be included in this presentation. We will be offering a mandatory presentation practice session for the Grant Reception Presentation.
- f. A final report on the project is required by **Thursday, April 6, 2023 at 5pm** (guidelines will be given at the contract grant signing).
- g. All funds not accounted for by original receipts must be returned to the Community Partnership Funding Board by the deadline given at the contract signing.
- h. If projects are not completed according to the contract, CPFB will recover the amount of the grant in full through Cornell's Office of University Counsel.
- i. Projects may be partially funded.
- j. All projects are subject to risk management appraisal.
- k. Only domestic (U.S.) projects are eligible for funding (no international projects).

Restrictions

- **Travel:** No personal travel or housing accommodations will be funded. Projects that require transportation of community participants may be funded. If transportation is approved, risk management forms must be completed and submitted to Cornell Risk Management office by CPFB.
- **Honorariums and Salaries:** No honorariums or salaries will be funded.
- **For Pay or Credit:** Projects contingent on the students receiving pay or credit will not receive funding.
- **International Projects:** No international projects will be funded.
- **Graduate Students:** Grantees must be Cornell undergraduate students. Graduate students may be involved in projects, but cannot be primary grantee.