



COMMUNITY SERVICE GRANTS FUNDING GUIDELINES

Purpose

The Graduate Assembly's Community Service Grants provide \$1500 annually for student-initiated service projects designed to improve the Berkeley campus and surrounding community.

Fundable Projects

Community Service Grants can fund a variety of projects, which include (but are not limited to):

- School tutoring programs and mentoring programs
- Programs to service the homeless or poverty-stricken in the community (food banks, legal counsel, social services, etc)
- Projects to improve living conditions (i.e. Habitat for Humanity)
- Programs to actively recruit UCB students in related community service projects.

This is by no means an exhaustive list of fundable activities. However, all projects and events should be related specifically to the Bay Area community and involve UCB students.

Deadlines and Duration of Projects

Projects can be funded for an entire year or semester. The application deadlines twice per year—two in the Fall and two in the Spring. A project whose duration is only one semester can receive full funding of \$1500, but cannot receive more than \$1500 in one academic year.

Reimbursable Items

Typically, funded budget items which are reimbursable include:

- Equipment and supplies necessary for project
- Advertising and printing costs
- Administrative costs, including postage and telephone
- Transportation costs (*limited costs only*)

All items must be fully budgeted, with reasonable estimates of overhead costs. Note that food, stipends, dissertations, and honoraria are not reimbursable.

Application, Evaluation and Advertising

In addition to the requirements listed above, a project must be at least primarily led by graduate students and have at least three graduate students involved. Proposals must include a qualitative assessment of community needs and a clear explanation of how the project serves that need. An evaluation of the scope of the project (who and how many will be affected by project) should be included. Preference will be given to programs that meet needs not already (or fully) filled by other organizations. Therefore, the proposal should demonstrate that the project is not “redundant” with existing programs.

- **Evaluations: Groups that receive funding must submit an evaluation at end of each semester being funded. Sample evaluations will be included in all award letter notifications, and will be explained at funding workshops.**

Selection of Proposals

The Funding Committee is available to review draft proposals before the application deadline. Proposals will be selected by the Funding Committee, or the Executive Committee if the Funding Committee is not fully constituted. Selected proposals are then sent to the full GA for approval at the next meeting.

COMMUNITY SERVICE GRANTS APPLICATION INSTRUCTIONS

Each grant application should include the following sections:

I. Cover Page

List the Project title, Project Director plus *two* co-applicants, and the sponsoring student organization. Be sure to indicate that you are applying for a *Community Service* grant. Include the name, department, campus address, home address, telephone, and email of each applicant.

II. Description and Qualitative Measures

Describe the goals of project. State what you believe the community need is for your service program. Explain how it will contribute to that demonstrated need in the community. Be sure to explain how the program will fill a community need not met by another existing program. Give a detailed description of the timeline of your project.

III. Quantitative Measures

How big is the scope of your project? How many graduate students are in the sponsoring organization? How many graduate students will participate in your project, and in which departments and disciplines? How many other members of the campus community will participate? Are there ways in which it can simultaneously enrich the experiences of UCB grad students and other members of the campus community?

IV. Budget

Please provide a complete, detailed budget for your project (see handout for a sample budget format). Indicate which budget items you would like the Community Service Grant to fund, and which items will be funded by other sources (be sure to review the Community Service Grant restrictions described on the information sheet).

V. Previous GA Funding

Has your project received a Community Service Grant within the past for years? Has your project received any other source of GA funding? If so when, and how much did you receive?

VI. Other Funding Sources

What other funding have you secured, or do you plan to pursue, for your project. If this project will be repeated in future years, where will you seek future funding? Are there any local/community organizations to which you are applying for funding?

VII. Advertising

How do you plan to reach your target student audience?

Applications must be typed and **should not exceed five pages**. Six (6) copies of each application are due in Anthony Hall by 5pm on the appropriate deadline. Check the Graduate Assembly Business Office or the GA Web-site for application deadlines and additional restrictions. Incomplete applications will not be considered. Applicants will be notified of funding decisions within two weeks after the deadline.

Reminder: Student groups receiving grants must register at the University Student Activities Office at Sproul 102 in order to receive funds.