Chapman and Innovation Grant Application Package

About the Grant
The Chapman and Innovation Grants (C&I) offers UBC students the opportunity to create and implement a meaningful project in partnership with a local not-for-profit community organization. The Chapman and Innovation Grants are designed to help students work with a community organization to test a new idea and take initiative in tackling issues affecting under-represented populations in their local communities.

The C&I grant strives to be a dynamic learning opportunity, challenging students to learn from the onset of the application through project completion, without the fear of failing. In fact, the Innovation and Chapman grants are specifically designed for students and community organizations to think imaginatively, constructively and to push boundaries - without concern for everything going right - as we believe the best learning often comes from simply trying.

Applicants can request funds between $1,500 and $10,000 for their proposed project which must be completed within six (6) months of the grant being awarded.

Successful proposals promote the self-empowerment of communities and foster strong, long-term partnerships between UBC and the community. Recipients are required to participate in a mid-project check-in with CCEL staff and to submit a brief final report.

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 be disqualified from the grant. Further, submissions that do not include all required documents and signatures will be disqualified from the grant.

Application Process
Grant applications must be submitted electronically—link available on the CCEL website. The following document mirrors the electronic form and can be used to prepare answers for easy form completion. Application submissions must be received through the electronic form.

As you complete the application, we recommend using the support resources available in the Grant Application Toolkit. The toolkit offers additional prompts, details and support as you complete the application.
CCEL grant advisors are also available to assist applicants throughout the grants program, from providing support to develop an application to offering guidance in preparing your final report. To request an appointment to meet with an advisor, please email community.learning@ubc.ca.

Application

Applicant Details
Student and community partner information will require manual entry into the online application.

Project Details
The following application components will be uploaded as an attachment to your application. Fill out the below sections for submission.

The Grant Application Toolkit should be used throughout the below components to strengthen your application.

Project Summary

1) **Executive Summary**: Provide an executive summary of your project. (300 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? (150 words max.)
3) **Target Population**: In five sentences or less, describe your project’s target population. What/Who is the underrepresented community your project supports? Why is it important to target this population? Who is the beneficiary of this work? What equity and ethical considerations exist?
4) **Goals & Objectives**: Describe the goals and objectives of your project.
5) **Activities & Timeline**: 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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6) **Innovation**: What makes your project unique or innovative? What other work is happening in this area? How is your project addressing this differently? Why do you think this approach is necessary? (200 words max.)

Partnership Summary

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

2) **Impact**: Describe how your proposed project will meaningfully impact the community. How does the project connect with your community partner’s long-term goals? What are the short and sustainable benefits? (200 words max.)

3) **Assessment**: What are two ways you will measure impact on the participants or community members? (100 words max.)

4) **Ethical Engagement**: Describe how you and your community partner will ensure your project will respectfully engage with the community. (150 words max.)

**Learning Summary**

CCEL grants are learning grants, driven to support student in building professional and personal skills.

1) **Personal Learning**: Set three (3) learning objectives for yourself as the project lead.

2) **Assessment**: Describe how you will demonstrate your learning. What specific opportunity will you undertake to discuss and process the project experience?

3) **Reflection**: How do you anticipate taking on this project will impact or evolve your perspective and skillsets? What personal, academic and professional impacts do you anticipate?

**Budget**

Your budget should be aligned with the project goals, activities, and timelines; it should also be realistic given the scope of your project. Your budget should outline all project costs and income sources, not just the grant allotment. Your budget should provide a full project expense summary including direct expenses, student expenses and in-kind contributions which includes listing all confirmed funding sources and grant applications. A template, linked below, is provided with sample expense categories to consider. Edit the categories to best suit your project. The template also includes a non-exhaustive summary of the UBC Expenditure Guidelines to highlight permitted spending activities for common student inquiries.

The following two resources are valuable resources in planning for a UBC funded project:

- Grants Budget Template: [Budget Template](#)
- UBC Expenditure Guidelines: [https://finance.ubc.ca/procure-pay/expenditure-guidelines](https://finance.ubc.ca/procure-pay/expenditure-guidelines)

**The Chapman and Innovation Grants do permit funds to be used for a student stipend. Students are permitted to allot 30% of their total project budget to a student stipend.**
Supporting Documents

The following documents will be submitted as attachments and provide the adjudication committee an understanding of your skillset, preparedness and partnership strength to take on this project.

Partnership Expectations Agreement

The community partner representative (main contact) listed must review and sign-off on the Partnership Expectations Agreement.

Letters of Support

Two (2) letters of support are required for an application. Letter quality is assessed based on the criteria listed below. Inappropriate or incomplete letters may result in the disqualification of an application.

1) **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, how the community partner will support your learning objectives and how the workload will be distributed. This letter must come from the Organization you are partnering with.

2) **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 enrollment 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

Your resume/CV 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- UnofficialTranscript

Documents cannot be altered or submitted via email following the submission deadline. You can
access and edit your application before submission. 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.

Review & Notice
All grant submissions will be reviewed by an adjudication committee consisting of students, staff
at community organizations and UBC faculty.

Applicants will be notified via email of the committee’s decision. Timelines for this process will be
posted on the CCEL website.