

Cornell Public Service Center Community Partnership Board

What is the Community Partnership Board?

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

About the Grant

The Community Partnership Board grants up to \$2000 per project. These grants are available one time during the academic year for projects both in the Cornell community and throughout the United States. **Applicants must incorporate into their projects the five components of the Community Partnership 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 CPB with any questions regarding their proposal.

Philosophy Statement Checklist

SOCIAL RESPONSIBILITY – taking informed action to tackle social problems

- Attack societal inequities and injustices through community and student empowerment
- Address root cause of social problems
- Effect lasting improvements in the quality of life of individuals or groups

STUDENT MANAGEMENT – augmenting student leadership, creativity, and energy

- Foster student leadership by enabling students to take an active role in planning, coordinating and implementing projects
- Benefit from the coordination of multiple financial resources, where available

PARTNERSHIP – uniting students with community members

- Encourage people to work with each other and empower others to help themselves
- Build a mutually beneficial relationship between students and community members
- Better understand and improve conditions of the historically disadvantaged

EDUCATION – partnership for service learning

- Address a need for further education in one or more target audiences (such as students, community members, etc)
- Explore and develop creative problem solving techniques
- Apply knowledge from coursework and other university resources to practical and wider concerns

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 evaluation process that will be utilized or an example of an evaluation tool (such as survey, checklist, etc). Assessment methodology and results must be presented both at the April 20th reception and in the final grant report.

Due Thursday, October 8th, 2009 by 5:00PM

The Community Partnership (CPB) awards up to \$2000 for student-initiated, grassroots service projects that address an unmet community need. Projects must meet the criteria included under our philosophy statement and be financially feasible. We strongly encourage you to attend an information session prior to completion of your grant application.

INSTRUCTIONS: Return (2) **two hard copies** of your project application to the Public Service Center and submit one via email to cpfb@cornell.edu by October 8th at 5:00PM. Applicant ad Agency Interviews will be held between October 21st and November 6th.

PART I - APPLICANT INFORMATION

Name of Project: _____ **Amount Requested:** \$ _____

Primary contact name: _____ **Date** _____

Local Address: _____ **E-mail Address:** _____

Phone number: _____ **College:** _____

Year: _____ **Major:** _____

Additional contact name: _____

Local Address: _____ **E-mail Address:** _____

Phone number: _____ **College:** _____

Year: _____ **Major:** _____

Associated Student Group and all contact information (if any): _____

Contact Name _____ **E-mail** _____

Address _____

Phone _____

Associated Community Agency:

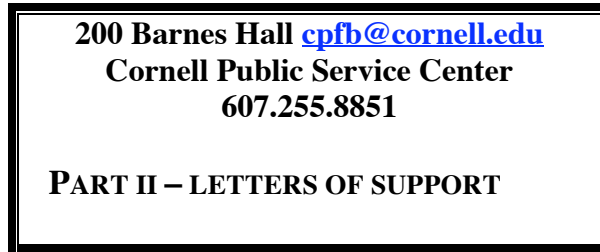
Contact Name: _____ **E-mail Address:** _____

Address: _____ Phone number: _____

Faculty Advisor: _____ **Department:** _____

Address: _____ E-mail Address: _____

Phone number: _____



Please attach a letter of support from your contact in the associated community. The purpose of this letter is to ensure that the targeted community is aware of the intended project and is in support of it. The agency or intended community needs to explain in detail why they give their support.

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 500 words, describe your project.
2. **Philosophy Statement:** (see attached criteria checklist)
Explain how your project meets each of the following components of our philosophy statement:
 - Partnership
 - Student Management
 - Social Responsibility
 - Education
 - EvaluationPlease describe each component in full, while staying as concise as possible, do not exceed 4 pages.
3. **Participants:** List **ALL** participants in this project other than the main contacts (if any).
4. **Budget:** Write an itemized budget detailing how the funds from this grant will be used.
 - Detailed (broken down into specific items)
 - Accurate (prices cited are indicative of actual cost)
 - Meets Guidelines (conforms to Cornell/CPB funding guidelines, i.e. no food or travel)
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

6. Please tell us how your project will continue once you have used your funds.

7. Please tell us how you heard about the Community Partnership Board.

If you feel that you have anything further to add about your project (pictures etc.), please attach this information.

COMMUNITY PARTNERSHIP BOARD

Funding guidelines

GENERAL:

- Students can apply for grants up to \$2000 for their project.
- Projects must stem from students' own ideas and cannot have been implemented previously.
- Once the grant is given, a contract will be provided with thorough details of grant requirements and with set deadlines. Adherence to the contract determines continuation of the grant.
- Students will receive grant monies in the Fall semester.
- Meetings will be held on a regular basis with an assigned CPB accounting contact at which reports and original receipts will be handed in. **Original receipts (no exceptions) must be submitted to prove appropriate use of grant.** Tax is not covered by the grant so tax-exempt forms must be used.
- Grant recipients will also meet with a CPB board member in order to update them on your progress and problem solve if necessary.
- Students are required to attend the annual CPB Grant Recipient Reception in the Spring semester where they will formally present their project to other recipients and people in the Cornell and Ithaca communities. The results of the evaluation component of the grant must be included in this presentation.
- A mid-year and final report on the project is required (guidelines will be given at contract grant signing).
- If projects are not completed, CPB reserves the right to recover the cost of the grant in full.
- All funds not accounted for by original receipts must be returned to the Community Partnership Board by the deadline given.
- Due to limited funds, there is the possibility that projects may be partially funded.

RESTRICTIONS

- Food - No food will be funded.
- Travel- No personal travel for the volunteers will be funded. Projects contingent on the ground transportation of the community participants may be funded.
- 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.

SPECIAL PROJECT CASES:

- Graduate Students:
A limited number of grants may be awarded to graduate student projects
- International Students:
A 30% tax will be automatically placed on any grant received by a Non-United States citizen.
- International Projects:
A limited number of grants may be awarded to international projects.
If the individual/group is leaving the country before receiving their funds, a domestic counterpart must be present to obtain the check unless prior arrangements are made