



CCEL Grants Partnership Agreement

The purpose of this document is to help grant applicants establishing expectations, needs and processes with their community partner (CP) should they be awarded grant funds.

- Step 1:** Check the box for the appropriate grant
- Step 2:** Review details
- Step 3:** Sign
- Step 4:** Submit alongside relevant grant application

Grant

- Connect to Community (C2C) Grant
- Chapman and Innovation (C&I) Grant

Details

Finances & Legal

Connect to Community (C2C) Grant

Grant funds are distributed to the student through this grant. **No legal contract is required.**

Chapman and Innovation (C&I) Grant

Grant funds are distributed to the community organization, less the amount of the student stipend. Disbursement of funds and fund administration is the responsibility of the community organization. The student takes responsibility to manage the project budget, purchases and communication of finances. Legal obligations are outlined in the grant contract. **A legal contract must be signed by the student and CP prior to the start of the project.**

Project Execution

The project lead (student) is expected to manage timelines, coordination, recruitment, communications, and any other project requirements, as outlined. The community partner agrees to support the project within their means, communicating regularly with the project lead.

Student Support

Community partners agree to support the project lead’s learning, skills development and ideation process. An expectation of time commitment required for project activities and support provided to the project lead have been established appropriately, based on capacity and needs.

Acknowledgement

Student Name: _____ Signature: _____

Partner Representative Name: _____ Signature: _____