

Chapman and Innovation (C&I) Grant

Application Package

About the Grant

The Chapman and Innovation (C&I) Grant is an opportunity for UBC undergraduate and master's students to create and put into action a meaningful project or initiative which aims to tackle a social and/or environmental issue in their local community. Projects are implemented **in collaboration with a BC-based community partner**. **Eligible Community partners include nonprofits, public sector organizations, registered charities, societies, cooperatives, First Nations Communities, schools, and municipal, federal, or provincial government offices.**

Applicants can request up to \$10,000 for their project. Approximately ten C&I Grant projects are funded each year. The goal of this grant is to encourage students to think creatively, constructively, and to push boundaries without worrying about everything going perfectly. We believe that the best learning often comes from simply trying.

Application Deadline: February 4th, 2024 @ 11:59 PDT

- March 2024: Winners announced
- April 2024: Projects commence

Once funded, projects are to be completed within approximately 6 months.

[The C&I Application Toolkit](#) provides guidance about how to respond to each of the sections within the application. **We suggest reviewing the toolkit before starting your application.**

Grant Eligibility Guidelines

UBC undergraduate and master's students from all faculties are eligible for these grants. Both domestic and international students are eligible. Review the [Eligibility Guidelines](#) to ensure your project idea meets the criteria to be considered for funding. If you are unsure about whether you qualify for this grant, reach out to CCEL's Grants Advisor: Jacquie.kwok@ubc.ca

Your Project Budget

Template [linked here](#) - The template includes sample expense categories to consider, however not all categories will be applicable to your project. Edit the categories according to the budgetary needs of your project.

Include detailed expenses in this proposal, including all **expenses related to project activities (materials, venue rental fees, catering etc., student expenses and all relevant in-kind contributions** (if applicable). Your budget should:

- Be aligned with your project and your project activities
- Be realistic given the scope of your project
- Be as detailed as possible. Provide a breakdown of line items, and provide cost per unit, where applicable
- Use the budget template as a guide

Note: The Chapman and Innovation (C&I) Grant allows student to allot up to 30% of the total project budget towards a student stipend, and up to 12% of the total budget towards compensating their community partner's administrative time supporting the project.

Application Steps

Once all the information within this application is filled out, submit your application through the application portal, linked below.

LINK TO APPLICATION PORTAL

Have the following documents ready:

- Partnership Expectations Agreement.** [Linked here](#). You and your community partner representative (main contact) listed must review and provide signatures.
- Proposed Budget** – Template [linked here](#)
 - o Partnership Agreement - [linked here](#)
- Community Partner Letter:**
 - This letter should come from the community partner listed. It should endorse the project proposal, speak to your relationship with them, and describe their involvement in the co-development of the project idea.
- Proof of Enrollment** – Obtain for free, here:
 - o ssc.adm.ubc.ca/sscportal/servlets/SSCMain.jsp?function=StudentLetters
- Unofficial Transcript** - Obtain for free, here:
 - o ssc.adm.ubc.ca/sscportal/servlets/SSCMain.jsp?function=SessGradeRpt
- Updated Resume/CV**

Submission Format

All documents submitted as part of the grant application are required to follow the below naming convention:

FirstNameLastName – DocumentFunction → E.g. **MichaelScott – UnofficialTranscript**

Chapman & Innovation Grant (C&I) Application:

Student Applicant Details

Legal First and Last Name:

Preferred Name:

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Current Home Address:

Domestic or International Student?

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E-mail Address

Phone Number:

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Year Level of Study:

Faculty:

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Program

Undergraduate or Master's?

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Community Partner Organization Details

Community Partner Organization's Legal Name of Incorporation:

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Community Partner Organization's Legislation of Incorporation (e.g., BC Societies Act, the Co-operative Act, or other):

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Community Partner Organization's Incorporation Number:

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Community Partner Organization's Mailing Address:

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Name of Staff Contact for your Project:

Job Title:

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Phone Number:

E-mail Address:

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Other individuals at community organization working on this project (list, if applicable):

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APPLICATION WRITTEN COMPONENT

Project Summary

Upload your responses to the following components as an attachment in the *Application Package* section of the application portal. You can attach this entire document. [The C&I Application Toolkit](#) should be referenced as you work through each of the sections below to strengthen your application.

1. **Executive Summary:** Provide an executive summary of your project. What are you seeking to accomplish? (max. 300 words)

2. **Opportunity Statement:** What social and/or environmental issue does your project aim to help address? What opportunity have you identified to make a difference in this selected area? (max. 200 words)

3. **Community:** Which community would you project support, and why is this an important community to serve? What equity and ethical considerations exist? (max. 200 words)

4. Objectives and Goals:

Objectives; measurable initiatives that will help you achieve your broader goals. Consider the S.M.A.R.T objectives acronym: Specific, Measurable, Actionable, Realistic, Time-Bound. (max. 100 words)

Goals; The overall ambitions of your project. They are macro, high-level statements about what you hope to accomplish. Goals are not as specific as objectives. They might be loftier in their wording but should remain within the scope of your project. (max. 100 words)

5. **Activities and Timeline:** Provide a project timeline that outlines key milestones and major activities E.g., workshops, campaigning, volunteer recruitment. Add more rows if needed

Timeline (when)	Activities/Project Milestones (who, what, where, why, how)

6. Innovation: What makes your project unique or innovative? What other work is happening in this area and how does your project address this differently? Why do you think this approach will be impactful? (max. 200 words)

Community Partnership Summary

7. Collaboration: Describe how you and your community partner will work together to co-design, develop, and implement this project. Why are you and your partner well-positioned to deliver this project? (max. 200 words)

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

9. Impact Assessment: How will the overall impact of this project be measured? (max. 200 words)

10. Ethical Engagement: Describe how you and your community partner will engage ethically with the community throughout the duration of your project. (max. 200 words)

Learning Summary

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

11. Personal Learning: What 3 learning objectives would you like to set for yourself as the project lead? These can be technical skills, soft skills, or a combination of both (max. 100 words)

Review and Notice

Applications will be reviewed by an adjudication committee. Applicants will be notified via email of the committee's decision. Timelines for this process can be found at the beginning of this document and on the CCEL Website.

CCEL's Grant Advisor is available to support you through the application process. Reach out if you need any form of support or wish to book an appointment at community.learning@ubc.ca or jacquie.kwok@ubc.ca.

After submitting your application, 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.

Thank you, and we wish you the best of luck!

- The Centre for Community Engaged Learning