Education and Awareness Fund

As the University of Richmond’s coordinating hub for community engagement, the Bonner Center for Civic Engagement leverages UR’s unique resources through collaborative, sustained, and educationally meaningful responses to community-identified needs.

We welcome the opportunity to support and/or co-sponsor student-initiated and student-led programming that contributes to our mission. Programs should include a component that will educate the individual, group of students, student organization, or campus community about a social or civic issue. Any student currently enrolled in any school at the University of Richmond is eligible to apply.

We offer support in the following ways:

- **Funding:** Individuals, groups of students, or a student organization may receive financial assistance up to $750. As an incentive to engage with the City of Richmond, an additional award of up to $100 is available for programs that take place at UR Downtown. Transportation support may be available.
- **Publicity:** Upcoming events and programs can be posted on the CCE’s email sent on Thursdays throughout the academic year.
- **Space:** The Bonner Center for Civic Engagement offers reading, reflection, meeting, and programming space out of its three locations: Tyler Haynes Commons 201, UR Downtown, and the Bonner Scholars Office in the Wilton Center.
- **Consultations:** CCE staff members are available to consult on issues of program development, event logistics, and budget creation as well as strategic thinking about the role of community engagement in your organization and future plans.
- **Use of CCE name and logo:** For co-sponsored programs, the CCE will provide a logo to be put on program publicity and materials. Use of the logo for co-sponsored programs is required.

Applications may be submitted on a rolling basis. Programs must be implemented during the year in which funds are requested. Applicants are encouraged to apply early in the fall or spring semester to increase the opportunities to plan, publicize, and implement programs. Members of the CCE staff will award grants after carefully evaluating grant proposals.

Questions about the application process should be directed to Adrienne Piazza, Coordinator, Student Development and Educational Programming, at apiazza@richmond.edu or by phone at (804) 484-1606. Submit completed applications and accompanying materials to the Bonner Center for Civic Engagement, Tyler Haynes Commons 201 or by email at apiazza@richmond.edu.
**Education and Awareness Fund Proposal**

**Name of applicant:**

**Contact info (including email and phone):**

**Sponsoring organization (if any):**

**Campus advisor:**

**Title of project:**

**Date of project:**

**Support Requested (Check all that apply):**

- **Funding:** Individuals, groups of students, or a student organization may receive financial assistance up to $750. As an incentive to engage with the City of Richmond, an additional award of up to $100 is available for programs that take place at UR Downtown. Transportation support may be available.
  - **Grant amount requested:**
  - **Would this program take place at UR Downtown?** Yes No

- **Publicity:** Upcoming events and programs can be posted on the CCE’s email sent on Thursdays throughout the academic year.

- **Space:** The Bonner Center for Civic Engagement offers reading, reflection, meeting, and programming space out of its three locations: Tyler Haynes Commons 201, UR Downtown, and the Bonner Scholars Office in the Wilton Center.
  - **Please note that if you would like to host an event at UR Downtown, you must complete a space reservation request form at [http://www.downtown.richmond.edu](http://www.downtown.richmond.edu).**

- **Consultations:** CCE staff members are available to consult on issues of program development, event logistics, and budget creation as well as strategic thinking about the role of community engagement in your organization and future plans.

- **Use of CCE name and logo:** For co-sponsored programs, the CCE will provide a logo to be put on program publicity and materials. Use of the logo for co-sponsored programs is required.

**On a separate sheet of paper, please provide answers to the following:**

- Provide a concise description of the proposed program (agenda, speakers, materials needed, etc):
- What are your major goals?
- How will you know whether the project goals have been met?
- What social and civic issues and/or avenues for engagement does this program address?
- What specific individuals and/or groups will be directly affected by the activity proposed?
- Please provide an itemized and detailed budget, including a list of other sources of funding that you have solicited for this project.

**Proposal Process (to be completed by CCE staff)**

- **Application Submitted** Date: ___________________________
- **Met with CCE Staff (within 1 week of application submission)** Date: ___________________________
- **Revised Proposal (if needed) (within 1 week of meeting with CCE staff)** Date: ___________________________
- **Final Report Received (no more than 2 weeks after the event)** Date: ___________________________
Education and Awareness Fund Final Report

Please provide answers to the following:

- Title of program/initiative
- Description of program (1 paragraph)
- Were the major goals listed on your proposal met? Please explain.
- Please provide your final budget.
- Highlights (in the form of a bulleted list with short sentences or short paragraphs)