Student Programming Grant

Guidelines

The Center for Civic Engagement (CCE) awards grants each semester to support thoughtful programs that address social and civic issues and/or avenues for student engagement in the greater Richmond community. Awarded through an application process, these funds are available to any student or student organization. Successful applicants will receive financial assistance up to $750 and the support of the CCE staff in program planning.

In order to be considered for a CCE Programming Grant, you must provide details of the planned program, including potential dates, speakers, and estimated budget (including other grants applied for/awarded). All programs must have an educational component, and collaboration between individuals/organizations is strongly encouraged. Grant recipients will also be required to submit a financial report for grant expenditures and complete a short program evaluation. The CCE staff is available to provide assistance with program development, budget creation, and other planning as needed. Questions about the application should be directed to Adrienne Piazza, Administrative Coordinator, at apiazza@richmond.edu or at (804) 484-1600.

Eligibility
Any student currently enrolled in any school at the University of Richmond is eligible to apply. Priority will be given to programs that address issues of relevance to the Greater Richmond area.

Procedures
Applications may be submitted on a rolling basis until all program funds have been awarded for the current academic year. 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.

Application
Please feel free to attach additional pages.

Name of student completing application ________________________________
Email ________________________________ Phone __________________
Name of sponsoring organization(s), if any ____________________________
__________________________________________________________________
Name of organization sponsor ______________________________________

Name of proposed program ________________________________________
Date of proposed program ________________________
Please describe the program (include agenda, speakers, material needs, etc.) ________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
What social and civic issues and/or avenues for engagement does this program address? ______
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
How do you plan to promote this program? ________________________________
__________________________________________________________________________________________
How much time do you expect to commit to planning this program? ________________________________
Program budget (please attach budget detail) ________________________________
Grant amount requested ________________________________
CCE staff guidance requested ________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
Please submit this application and any accompanying materials to the Center for Civic Engagement, Tyler Haynes Commons 201.

*I have read and will abide by the guidelines and procedures for the CCE Student Programming Grant, and I will fulfill my responsibilities if this proposal is funded.*

Signature ___________________________ Date ____________