



SERVICE AND SOCIAL ACTION PROJECTS CALL FOR PROPOSALS

The Pepperdine Center for Faith and Learning and the Interclub Council (ICC) are partnering to announce the solicitation of applications for funding for social action grants for the 2011-2012 Academic Year. Examples of initiatives being sought include:

- projects that address and/or seek to alleviate poverty and hunger
- projects that address and or seek to promote peace and justice
- projects that expose students to social and physical need in the world

Students may apply as individuals or as part of a group. **Each project must have a faculty/staff mentor who will help the student(s) explore the possible connections between the project and his or her vocation.**

Projects should demonstrate an impact on a broad spectrum of the Pepperdine community. Priority will be given to individuals and groups who are in need of funding to start up new or “grass-roots” projects on campus and do not have an established membership base. However, all applicants are encouraged to apply and will be considered for funding. All awards will be made on a competitive basis. Awards will be made for *up to* \$2,500 per group or individual.

Proposals must demonstrate a clear connection between the project’s primary goal(s) and the mission statement of Pepperdine. They should specify the student(s) and the full-time faculty/staff advisor and include a proposed budget to cover the expenses for the project. Guidelines for the written proposals are attached. If you have questions, contact [Stephanie Cupp](#), Executive Assistant.

There is a rolling deadline through April 6, 2012, as long as funding remains. Completed proposals should be submitted to [Stephanie Cupp](#) via email attachment. The service grant committee will meet the first week of each month to make decisions on applications. *You must allow at least 2 weeks for the committee to review your application.* Please also contact [Stephanie Cupp](#) for assistance or questions before or during the application writing process (other resources are listed below in the “Tips for Creating a Strong Grant Proposal” section).

****Please note: If your project involves traveling outside of the United States, please visit the [Department of State’s travel warning list](#). This is very important. Please note that the University’s policy is to generally not support trips/activities to countries which appear on the U.S. State Department travel warning/advisory list (such as Kenya and Haiti). Moreover, in regards to your personal safety, the committee cannot fund such projects with a clear conscience.**

APPLICATION GUIDELINES SERVICE AND SOCIAL ACTION GRANTS

Each application should contain ALL of the following information:

Contact Information: Include the name(s) of the main contact person(s), email address and phone number.

Rationale: Write a rationale for the project you are proposing. Include the connection between your project and the mission of the university, with particular attention to the way in which the project will enhance a student's understanding of service as Christian vocation. How can this project be helpful and whom will it benefit?

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Description: Describe the scope of your project, the number of students directly involved in planning and execution, the location or locations involved, and any agencies or outside individuals involved. Provide an outline of the activities associated with the project. Please be as specific as possible.

Audience: Include a statement regarding the population with whom you will be working: That is, lower socio-economic, under represented groups, troubled youth, homeless individuals, etc. State the nature of your compelling concern.

Action plan: Submit an action plan with a time line. For projects involving travel, please include a daily itinerary, local contacts and hosts, location(s) where you will be staying while traveling, travel routes, and how you will travel (by train, rental car, plane, etc.). Be as specific as possible.

Advertising: If this is a project that involves the participation of other students, how will you inform them of the opportunity? What advertising will be involved with your project? How will you advertise?

Faculty mentor: Provide the name of the faculty mentor working with this project. Outline the expectations for the faculty mentor's involvement. How often will he/she meet with the planning group, will there be a site visit, will he/she be involved in the writing of the proposal and will he/she be present at the day or the activities associated with the project?

Contribution to the Pepperdine Community: What impact will the project have on the Pepperdine community? If your project takes place off campus, how can you bring the experience or the results back to the campus community? For example, a proposal should indicate how the project can be shared with Pepperdine students or faculty upon return to the campus through such means as creating a documentary, webpage, or news article(s). You could also consider hosting one or more convocation/chapel events, dorm-wide and campus-wide events, open club meetings, fund-raisers for your cause, or other group activities. If your plan is to hold a chapel/convocation, you must get pre-approval from [Sarah Jaggard](#) in the Convocation Office. You can submit your idea to her via the "Chapel Event Proposal Form" at <http://services.pepperdine.edu/seaver/studentactivities/convo/proposal.htm>.

Assessment: How will you assess the impact of this project on your own theological understanding of vocation? How will you assess the same for all those who participated with you? All those awarded funds will be required to submit a 1-2 page paper reflecting on the service experience and the implications for the student's sense of vocation or calling due within one month following the service experience. You will also be asked to complete a short follow-up survey. Please also submit photos or other media from your project to our office.

Budget: Include a proposed budget. **Be specific** and include all expenses you anticipate incurring. How do you plan to cover costs which are not covered by this award?

***PLEASE SUBMIT YOUR APPLICATION VIA EMAIL ATTACHMENT TO STEPHANIE CUPP
(Stephanie.cupp@pepperdine.edu)***

TIPS FOR CREATING A STRONG GRANT PROPOSAL SERVICE AND SOCIAL ACTION GRANTS

In addition to the Application Guidelines, please review the following information before submitting your grant proposal to the committee:

1. Please have **secured a faculty or staff mentor and have contacted him or her prior to submitting your application**. First, this will go a long way in terms of helping the committee in approving your grant proposal. But also, he or she is a valuable resource if you need help strengthening and writing your application, and can provide you with assistance and guidance in the planning and execution of your project. It is a very good idea to have your faculty mentor review your application prior to turning it in!
2. Make sure your grant proposal contains a **concrete and detailed itinerary for the duration of your project**. This helps the committee have a concrete idea of how you plan to execute your goals and objectives, which makes it much easier to fund specific aspects of your project.
3. **Spend some time to carefully consider how your project will directly impact the Pepperdine community. Be very clear about how you plan to accomplish this in your application.** In addition to the impact you will have on the community you will be serving, the committee really wants to see how your project will impact a broad spectrum of the Pepperdine community. It is fine to request funding for this portion of the project. The “Application Guidelines” has many different ideas to help get you started brainstorming for this portion of the application.
4. **With few exceptions, the committee prefers not to fund travel-related expenses, such as airfare, ground transportation, and lodging.** This is not to say that we will not do so. However, this is often the most intricate and complicated process of approving an application, and many steps are required by all parties involved in order to make this happen. In general, the committee is much more comfortable funding portions of your project that directly impact either the community you will be serving or the Pepperdine community at large.
5. **If your project does involve international travel, it is imperative that you visit the [Department of State's travel warning list](#) to make sure your destination does not appear on the travel warning/advisory list.** With your personal safety in mind, the committee does not approve such proposals.

If you would like assistance with writing or reviewing your grant proposal, please consider the following resources: your faculty/staff mentor; Pepperdine Volunteer Center, located in TCC 230, adjacent to Student Affairs; and the Writing Center, located in CAC 103.

Finally, if you would like further assistance, or have any additional questions, please contact the Center for Faith and Learning at extension 4141. The Center for Faith and Learning and the Office of the Chaplain are located in TCC 106, adjacent to Sodexo/Dining Services and Convocation.