American University's Eagle Endowment for Public & Community Service is pleased to offer the:

Spring 2013 Grant
Application

If you have come to help me, you are wasting your time. But if you have come because your liberation is bound up with mine, then let us walk together.

-Lila Watson, Aboriginal activist

Background Information

The Eagle Endowment is pleased to offer its annual Spring Grant application for public and community service initiatives. We hope that through our grant, the ideas of students and student organizations will be put into action to "build partnerships, empower communities, and serve to make a difference."

The Spring 2013 Grant is open to all students interested in promoting social justice through unique student-led community service initiatives; this includes undergraduate, graduate, Washington College of Law students, and student groups. If you have questions about whether or not your idea is applicable, please email the Eagle Endowment Coordinator, Katie Zahm, at eagleendowment@american.edu, or stop by MGC 273.

Please Go To: American.edu/Volunteer to see past recipients!

Instructions for Applicants

- Applicants are to offer information on the logistics of their public or community service project and how it will create a positive impact on the Washington, DC community using the proposal format outlined below.

- Formatting rules that must be followed for consideration:
  - Limit of 3 pages single spaced, NOT including appendices or cover page
  - Applicants must use the cover page and budget sheet provided
  - Applicants must submit a letter of support from the organization with which they plan to work
  - Adhere to the attached outline and word limits found under "Proposal Format"
  - 12 point Times New Roman font and 1 inch margins
  - Edit your document for spelling and grammatical errors

- Submit 1 copy of the application via email to eagleendowment@american.edu and 1 hard copy to the Eagle Endowment mailbox, Mary Graydon Center 273, the Center for Community Engagement & Service **by 5 PM on Thursday, February 14, 2012.**

- Sign up for interview time when you submit the hard copy of your application**.**

- After the Grants Committee has reviewed applications, selected applicants will be contacted to be interviewed during the week of February 18, 2012. This interview will supplement your written application, clarify any questions, and ensure commitment to your project.

Deadlines and Important Dates for Spring 2013 Grant

APPLICATION IS AVAILABLE **Monday, February 4, 2012**

The application will be available online at american.edu/volunteer under the Eagle Endowment tab, or you can email eagleendowment@american.edu for a Word version of the application. Applicants are encouraged to contact the Eagle Endowment Coordinator, Katie Zahm with any questions about the application process, writing a strong proposal, and if your proposal is a good match for the Eagle Endowment.

APPLICATION DEADLINE **Thursday, February 14, 2013 by 5 PM**

Applications for the Eagle Endowment Spring 2012 Grant are due no later than February 14, 2013 by 5 PM. Submit **one** copy of the application via email to eagleendowment@american.edu and **one** hard copy to the Eagle Endowment mailbox in the Center for Community Engagement and Service in Mary Graydon Center 273. Please be sure to sign up for an interview time when you submit the hard copy of your application.

GRANT REVIEW COMMITTEE INTERVIEWS **Week of February 18, 2013**

The Grant Review Committee will interview selected applicant to clarify any questions remaining from the application and gain assurance that the applicant is committed to his or her project.

ALL APPLICANTS NOTIFIED

All applicants will be notified of their status by Friday, March 1, 2013

Eagle Endowment Grant Application
Spring 2013

Project Title:

Sponsor: (club, class, individual, etc.)

Primary Contact:

Name:

In-session phone: Email:

Abstract/Summary: (2-3 sentences that describe your project)

Budget:

Overall Project Budget:	$ _____
Total Request of the Eagle Endowment: (up to $1000)	$ _____
Endowment Request as Percentage of Total Budget:	_____ %

Proposal Format

Please use the following outline to structure your application which will be reviewed by the Eagle Endowment Council. If your proposal is accepted, we will work with you to adjust your budget and timelines as needed. We can also provide technical assistance to help transform your idea into action…and action into service.

I. Introduction: (max. 100 words)

a. A description of your organization or personal service goals.
b. Include your goals and philosophies, other projects that you have worked on and your success stories.

II. Needs Assessment: (max. 100 words)

HINT: How did you realize a need for this project? And how are you helping the situation?

a. Clear, concise, well-supported statement of the **issue** to be addressed using the grant.
b. Make a clear statement or case of need: How have you investigated that need? How does your proposal address that need?

III. Project Idea and Objectives: (max. 250 words)

a. Explain the expected results/impact they will have on the AU and/or DC.
b. Clearly describe the goal to be accomplished and how it relates to public or community service.

IV. Project Timeline: (1 page: bullet point, outline, or chart as appropriate)

a. Outline the tasks that will be accomplished with the available resources. Included in the timeline should be the responsibilities of the project's leadership.
b. Be as specific as possible with dates or projected dates. Is your timeline realistic? At what points will you be able to measurably gauge your progress/success/outcomes?

V. Partners and Allies: (max. 100 words: narrative or bullet)

a. Include any people or groups working with you and in what capacity.
b. REQUIRED: You must attach a brief letter of support from the organization with which you will be working.

VI. Project Evaluation: (max. 100 words**)**

a. Develop a method for verifying that you are on track with your project and that all of its details are being tended to in a timely manner.
b. Define carefully how success will be determined. What will be different when the project is complete? Target problems you may encounter during your project.

VII. Project Budget: (use attached form plus max. 100 word narrative)

a. Project total costs and identify a strategy for raising additional funds that you may need, if necessary.
b. Complete the attached budget sheet in addition to your narrative.
c. HINT: Is your budget realistic? Have you made reasonably appropriate allocation requests relevant to the ideals of the Eagle Endowment?

Budget Worksheet

Project Title/Name:

Expense	**Overall Budget Need**	**Amount requested from the Eagle Endowment**
Printing and Duplication		
Telecommunication (long distance, cell-phones, etc.)		
Travel (AUTO, chartered bus, cab fare, etc.)		
Equipment Rental (Popcorn machines, etc.)		
Space Rental (using Bender, etc.)		
Contracts (speakers fees, vendors, etc.)		
Postage		
Food		
General Supplies and Expenses		
OTHER: (Please describe)		
TOTAL: *Amount that you request from the Eagle Endowment not to exceed $1000*		