

**Eagle Endowment
for Public and Community Service
The 7th Annual
Freshman Service Experience Award
Application**



2012

My participation in community service did not end on the last day of FSE my freshmen year; it actually began that week and continues to grow...

Jennifer Arboleda
FSE Leader

Background Information

The Eagle Endowment for Public and Community Service is pleased to be offering the Freshman Service Experience grant award for the continuation of service at an FSE site. We hope that through our grant, your ideas and innovations can be put into action. We understand that you have spent days learning the accomplishments and challenges of your site and hope that with this award you are able to supplement an existing program or partner with the site to start something new.

Examples from the past include one-day service initiatives such as painting murals at the site, doing ground work, and gardening. Other students went back to continue volunteering in after school centers, bringing with them new supplies and programs.

The Eagle Endowment highly encourages both groups and individual students to apply for funding.

Instructions for Applicants

- ❑ Applications for the Annual Freshman Service Experience Award are due by 5 PM on Friday, September 14, 2012 (both by e-mail and hard copy). Applicants are to offer information on the logistics of the proposed service project and information about the FSE site.
- ❑ Formatting rules that must be followed for consideration:
 - Approximately 500 words, NOT including appendices or cover page
 - Application must include a short letter of recommendation/reference from a member of the FSE site. This can be faxed (202-885-1554), emailed (eagleendowment@american.edu), or attached to the application but must be received by Friday, September 14, 2012.
 - 12 point Times New Roman font and 1 inch margins
 - **Edit your document for spelling and grammar errors**
- ❑ Submit 1 copy of the application via email to eagleendowment@american.edu **and** 1 unstapled hard copy to the Eagle Endowment mailbox, Mary Graydon Center 273, the Center for Community Engagement and Service (formerly the Community Service Center) **by 5 PM on Friday, September 14, 2012**
- ❑ Please Sign up for an Interview time in the CCES office when you drop off your application.

COVER SHEET
Eagle Endowment
Freshman Service Experience Award

Project Title/Name:

FSE Group: (list any/ all group members participating)

Primary Contact:

Name:

In-session phone:

E-mail address:

The Mission Statement of the Freshman Service Experience Site

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

Administrative Use:

_____ Received Application
_____ Received Letter of Support from FSE site
_____ Copied and Filed
_____ Approval Status

Proposal Format

Please use the following outline to structure your application which will be reviewed by Eagle Endowment Council members and FSE Coordinators. Don't panic! Even if you've never organized an activity before, we want to hear about your idea. If your proposal is accepted, we will work with you to work within your budget and set timelines as needed, as well as to create a more detailed project outline. We can also provide technical assistance to help transform your idea into action... and action into service.

If you have any questions, please e-mail Katie Zahm at eagleendowment@american.edu.

I. Summary: (approx. 150 words)

Please briefly describe why you are applying for this award. What motivated you to apply and how do you think the award will enable you to create a positive impact at your FSE site? Things to consider: What service did you engage in at your site during FSE? What have you learned from your experience at this site (i.e. about DC, nonprofits, a social issue)? HINT: It may be easier to write this part last!

II. Needs Assessment: (approx. 100 words)

- a. Clear, concise, well-supported statement of the problem/issue to be addressed using the grant funding.
- b. Make a clear statement or case of need. How you have investigated that need? How does your proposal address that need?
- c. HINT: How did you realize a need for this project? And how are you helping the situation? You should speak to the site about this and may reference such conversations.

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

- Detailed description of your service project:
 - What service do you plan to do?
 - Who will benefit from this project? How will they benefit?
 - How much money do you need? How will that money be used? (tools, supplies, resources, transportation)
 - Will you be the only person serving or will you engage others? (HINT: The idea is community engagement!)
- Schedule of how you will complete this service (we understand that this may change):
 - Number of hours needed
 - When will you serve? (will it be continuous throughout the semester or single-day service initiatives?)
- The site should provide a letter of support for the project. Please be sure the letter is signed and includes contact information for your site contact.
- Any additional information that will support your application (optional)

The Freshman Service Experience Award is unique in that the application only requires you to propose the potential idea that will be fleshed out and solidified upon receiving the award. What we are looking for in the proposal is that you have thoroughly thought through the project and are committed to service. We require that you have spoken to the site and provide written support from a member of your FSE site that shows collaboration.

Important Dates Eagle Endowment FSE Application 2012

APPLICATION IS AVAILABLE

Monday, August 20, 2012

Applications will be posted on the website, www.american.edu/volunteer Click “Eagle Endowment” on the Left Side bar and go to the “Homepage”

OR go directly to <http://www.american.edu/ocl/volunteer/Eagle-Endowment-Homepage.cfm>

GRANT WRITING WORKSHOP

Thursday, September 6, 2012

Mary Grayden Center room 247 6:00PM-7:00 PM

Learn how to write a successful proposal and get on-on-one assistance with your application!

APPLICATION DEADLINE

Friday, September 14, 2012

Applications for the Freshman Service Experience Awards are due no later than September 14, 2012. One copy is to be emailed to the eagleendowment@american.edu and one unstapled hard copy is to be deposited in the Eagle Endowment Mailbox, Mary Graydon 273, The Center for Community Engagement and Service.

GRANT REVIEW COMMITTEE INTERVIEWS

September 17-21, 2012

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

APPLICATION CHECK LIST:

- Cover Page**
- Proposal (approx. 500 words total, following the proposal format provided)?**
- Short Letter of Recommendation/Reference from FSE Site?**