

Students... Do you need funds

to make a great community project happen?

Apply for an Action Fund grant!

THE ACTION FUND

Macalester College

Grant Guidelines for Student Projects

Revised 9/14/09

Deadline for Proposal Submission:
October 13, 2009
February 23, 2010

What is The Action Fund?

- *The Action Fund* provides grants to Macalester students for student-initiated and student-led community service activities.
- Current students may apply to *The Action Fund* to initiate new community projects or strengthen existing community programs at Macalester.
- *The Action Fund* was established in 2001 by alumni who valued their community service experiences while attending the college and wanted to leave a legacy of service and action for students at Macalester for years to come.
- Using a grant proposal process, *The Action Fund* will fund important projects that focus on both education and action, designed in collaboration with community members.
- Students may apply for approximately \$100 - \$500.

What type of projects does The Action Fund support?

The Action Fund is designed to support projects that are initiated and led by students. Eligible projects are those that *inspire informed, committed action*. In other words, projects must have both an action component and an educational component. "Action" may take the form of service to the Twin Cities community (or other communities in limited circumstances), community building between Macalester and its local community, or other projects where students are involved in strengthening communities. "Education" may take the form of raising awareness among other students regarding a community issue, educating the campus community on ways to address a specific issue, facilitating reflection before, during or after experiences in the community, or other educational efforts.

Criteria for project selection:

- Project will address and have an impact on a community issue.
- Project will mobilize students (beyond those applying) for action and leadership.
- Project includes both action components and educational components.
- Project is developed in collaboration with community representatives.
- Project will strengthen relationships between the college and the community.
- Project has the potential to have a lasting impact on Macalester and the community.

For more information...

Students are strongly encouraged to discuss their ideas before submitting an application and are welcome to view the scrapbook on display in the Civic Engagement Center for ideas. For additional information, contact Eily Marlow (Civic Engagement Center) at (651) 696-6738 or marlow@macalester.edu.

Frequently Asked Questions

How much funding is available and for how long?

The Action Fund is an endowment fund at the college, which means interest income is generated every year from a stable and growing base amount, contributed by alumni and others. Each year, approximately \$2,500 is available to be granted. Students may request approximately \$100 - \$500. Projects may last between one semester and one year, determined by the student initiating the project. In most cases, project funding is provided one time only and will not be renewed.

How will funding decisions be made?

An Advisory Committee of college staff, alumni active in the local community, students and faculty members make funding decisions. They will review all proposals submitted by students and determine which proposals are the best match for *The Action Fund*, based on the criteria for selection listed below. The Advisory Committee can also support student projects after the funding decisions are made by serving as a contact for advice and guidance in project implementation.

How do students apply for a grant?

A short, written proposal must be submitted, following the guidelines below. Projects that are extremely time-sensitive and do not conform to the application deadlines as stated may be brought to Eily Marlow, Civic Engagement Center, for possible early consideration.

What is expected of students who receive funding?

Students are expected to implement their project as described in their proposal. (Note: Major changes to the project during the implementation phase must be approved by The Advisory Committee.) Students are expected to participate in *Action Fund* events that may occur on campus, such as information sessions on future grants or celebration and recognition events. A final written report on the activities and budget of the project will be required at the end of the grant period.

What can the funds be used to purchase?

Grants will generally range from \$100 - \$500. These funds cannot be used to pay students. Examples of allowable costs include materials, supplies, transportation, facility fees, food, etc. Other items may be allowable, too. Please contact Eily Marlow (Civic Engagement Center) at (651) 696-6738 or marlow@macalester.edu with questions about allowable costs.

The Action Fund timeline

Projects must be started within five months of being accepted, and be completed within twelve months of being accepted.

Please note that **applicants are asked to attend a short meeting with the review committee** during the review process. Each applicant or applicant group (the one or more "lead" students on the project) will meet with the review committee for approximately 15 minutes. This allows the review committee to ask follow-up questions of the applicant and provides an opportunity for the applicant to clarify the project and ask questions as well. These meetings will take place before funding decisions are made. Applicants will be asked to sign up for a meeting that works for their schedule after they submit their application.

Here's What Other Mac Students Have Done With Action Fund Grants...

[Sabathani Tutor/Mentors Girls Program](#) Three Macalester women who mentor at Sabathani Horizon's Youth Program took a group of preteen and teenage inner city girls to a retreat center that uses rope courses and other experiential activities to help the girls develop leadership skills, learn group cooperation, and have fun in a wooded location. The Mac students paid for the ropes course and transportation through the Action Fund.

[College Access/Higher Education Tour for MN Internship Center Charter School](#) MNIC students visited Macalester and Normandale Community College for a fun and informative exposure to possibilities in higher education. The project included class discussions about access to higher; an exchange of letters with a Macalester student partner, as well as a chance to attend a class and a college info session.

[Hmong Legislative Project](#) This project involved bringing legislators together with Hmong ESL students to encourage new immigrants to be civically involved and to educate Senators and Representatives about concerns of these community members. The project included letter writing to encourage literacy and clarifying of the issues, a field trip to the State Capitol, and a trip to Hmong American Partnership by lawmakers. Students wrote an article for the *Mac Weekly* to educate the campus about the project.

Habitaciones de Esperanza at Casa de Esperanza

The goal of this project was to provide a space for the participants at Casa de Esperanza's domestic violence shelter to pursue their educational, employment and long-term goals through an increase in available educational materials, the creation of a resource library and the installation of the internet.

MacBike/Sibley Bike Depot With the help of MacBike, students facilitated and promoted a free community bike maintenance class taught every Thursday night at Sibley Bike Depot. The Action Fund provided bikes and basic equipment to attendees of the class, so that they would have their own form of transportation to attend MacBike open shop nights and other events both at Macalester and elsewhere.

Application Instructions

All proposals must be submitted **BY EMAIL** no later than midnight on the deadline. Proposals must meet the selection criteria listed above and follow the formatting guidelines listed below. Proposals should be no longer than the page limits indicated.

Submit your proposal to:
Eily Marlow, Civic Engagement Center
marlow@macalester.edu
Subject line: *The Action Fund*

1. Title Page (limit one page)

Using your own format, please provide the following information:

- Project Title
- Lead student(s) name, address, phone, email and class year. Please indicate the primary contact person
- Student organization affiliation for the project, if applicable
- Primary partner organization
- Short (2 - 3 sentence) summary of the project
- Total amount of project funding requested.

2. Project Description (limit two pages)

- A. Please describe the project and the community issue your project will address. The project should include both *action* and *education* components related to the issue.
- B. How will you know if you have been successful in completing the project? Please include one to three briefly stated project goals and how you will measure if you have achieved them.
- C. Please briefly describe the student(s) who will lead the project. How will additional students be mobilized to get involved in the project as participants and leaders?
- D. Who in the off-campus community wants you to do this project? Describe the relationships you have with relevant community organization representatives and their support for the project (also see "Community Support" below).
- E. How will the project or its outcomes be sustained past the grant period? Are there "lasting legacies" you hope to create through this project?

3. Community Support (limit one page)

Please include an email or letter of support from a community organization (e.g. non-profit, K-12 school) involved with your project. One or two paragraphs is sufficient. Ask your community partner to comment on their involvement in helping plan the project and their interest in seeing it completed.

4. Project Budget (limit one page)

Please be detailed and separately list each item for which you are requesting funding, and the cost of each item. Please include a description for any item that is not self-explanatory. If other funds in addition to *The Action Fund* grant will support the project, please describe those.

5. Attachments (five page limit) optional

If you choose, you may attach supporting documents that help clarify your project ideas (e.g. letters of recommendation from on-campus or off-campus partners, promotional materials, etc.)