

Douglass Cater Society of Junior Fellows

Information and instructions for filling the Grant Application form

Named for journalist, educator and twenty-first president of Washington College Douglass Cater, the Cater Society of Junior Fellows was founded in 1992. The Society was intended "to create a collegium of students motivated to reach beyond classroom performance," both by "supporting internships or other projects individually designed by them" and fostering a "companionship of learning," "limited only by the imagination."

The Society funds experiential learning outside the classroom through competitive grants. Grant applications are ordinarily processed twice per academic year, in the Fall and Spring semesters. Members should ordinarily abide by the deadlines for such applications. In special cases where a decision is needed early for a substantial project, the Curator may entertain grant proposals submitted earlier or later than the deadline.

The Society meets regularly to hear reports from those members who have carried out the kind of projects outlined above. All grant recipients are required to submit proper financial records, and they are required to make a presentation of their work to the Society. Grant recipients are required also to submit written reports of their work and are encouraged to submit their reports for publication in journals and magazines published in and outside the College.

Guidelines and Requirements for Grant Applications

1. Grants are awarded through a competitive process.
2. The applicant must be a member of CSJF in good standing.
3. All grant proposals must be prepared on a word processor, printed on a good printer, and signed by the applicant.
4. The project should provide an experience that extends the applicant's learning beyond whatever could be acquired in a classroom. Novelty and originality of idea and project, and evidence of enterprise in preparation and in seeking out learning opportunities are assets.
5. The project must not involve actions that are illegal or dangerous, or which violate community standards of decency.
6. The ability and motivation of the applicant should be sufficient for him/her to complete the project in the specified time frame.
7. Grant proposals are evaluated by the Curator in consultation with the CSJF Advisory Council and are subject to the availability of funds over the entire academic year. Preference may be given to first time applicants and to those with prior grants who have a history of successfully completing projects.
8. Grants should ordinarily be submitted by the published due date. In special circumstances e.g. where there are time constraints that require an early decision, the Curator may accept applications before or after the due date.
9. Grants are not meant to cover tuition for credit-bearing coursework. Grants may not be given for projects to be completed after a student has graduated.

Application Checklist

Be sure to

1. Complete and sign the Grant Application Form. Use a word processor to fill out the form, and print your documents on a laser printer for clarity.
2. Attach a justification of your budget.
3. Obtain the endorsement of a full-time faculty member who knows you well and can attest to the soundness of your project and your abilities to complete it.

Submit ONE signed hard copy by hand to the Curator before the published due date.

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Grant Application Form

Contact Information

Date of Application	<i>March 20, 2008</i>
Student ID Number	<i>1234567</i>
Name	<i>Inspired S. Tudent</i>
Campus Address	
Campus Phone	
E-Mail Address	<i>itudent@washcoll.edu</i>

Academic Information

Class (indicate SO, JR, SR)	<i>Sophomore</i>
Major(s) and Minor(s)	<i>Psychology</i>
Academic Advisor	<i>Dr. M. Kerchner</i>
How many credits will you have completed at the end of this semester?	<i>48</i>
Expected Date of Graduation	<i>May 2010</i>

Project Information

Title of Project	<i>Use an original title capturing the theme of your project</i>
Project Location	<i>If possible, provide an exact location/address</i>
Project Supervisor's Name (if known)	<i>Provide contact info as well</i>
Total Amount Requested	
Start and End Dates of Project	<i>Be specific!</i>

CSJF Use only

Approval Status	
Amount Allocated	
Comments	
Curator's Signature	

Project Proposal

Answer all the following questions thoroughly!!!!

Section 1: Give a concise description of your project. What are the goals, and what specific questions do you expect to answer? How did you become interested in this project?

Do not copy and paste a description from a website. Provide a description in your own words and then attach a copy of the program/internship website if possible as further background on your research. Additional attachments outside of this format are encouraged. Any information that will help prove that you have researched thoroughly will help!

Be as detailed as possible. Explain how/who brought this project to your attention and what you plan on accomplishing from it. Explain how you formulated this idea!

Section 2: What preliminary work have you done? How have you prepared yourself for this task? What aspects of your background are relevant? Give a timeline/schedule for your project. You may use as much space as you need.

State all preliminary work you have done, which includes courses, employment, travels applicable to the project. Be detailed. State all examples from previous work that may be relevant to this learning experience.

Attach a detailed timeline of your proposed project, or as detailed as you can be. This will demonstrate how well you have planned for this project in regards to time and organization.

Section 3: How is this project relevant in the context of an education in the liberal arts? How does it enhance your learning experience? How does it benefit you, the CSJF, and Washington College? You may use as much space as you need.

How does your project relate to what you are interested in? This may be in regards to Washington College or a future career path. What is your motive behind completing this project? Answer in detail.

Section 4: Who is supervising your project? Give the name and contact information of your supervisor on site, if any.

Provide the contact information for your supervisor, if available. If this information cannot be accessed, provide the name and contact information of the closest possible source. Providing the address of a main office or of where you will be located is also helpful.

Section 5: Do you have supplemental funding (from relatives, foundations, scholarships other grants etc.? If so, please list the sources and amounts.

Answer honestly.

Budget

On a separate sheet please give explanations that **explain and justify** each line of your budget.

In proposing a grant, you should make a case for yourself and why you need the requested funding. Provide details as to what the grant will be used for and how. Explain the choices you make in each section. Provide addresses if applicable. A detailed account of where the funding will be used shows the committee that you have thought through and planned out your project thoroughly.

Travel (specify)	
Board and Lodging (specify)	
Ground Transportation	
Equipment (only equipment that is necessary)	
Fees (registration, other fees)	
Printing/Postage/Phone	
Other (please justify)	
Total	

Faculty Endorsement

I am familiar with this proposal and endorse the project described therein. To the best of my knowledge, this student applicant is capable of carrying this project out in the time frame indicated.

Name (printed)	<i>Receive endorsement from a faculty member who is familiar with your project goals/design- not a random professor. Send them your proposal ahead of time so they can read/make suggestions before they sign.</i>
Signature	<i>I. Legible</i>
Date	

Student Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I receive a grant I am obliged to make both an **oral report** to the members of the Cater Society of Junior Fellows and a **written report** to the Curator. The latter must include an accounting of how all the grant monies were spent along with receipts. I understand that I will be issued a Tax Form 1099 and I am responsible for paying any taxes due on the grant received. If for any reason I cannot fulfill the terms of this project I will fully refund the entire grant amount that I receive.

Name (printed)	
Signature	
Date	