

Lead Forward Fellowship Grant Guidelines

General Information

- Grants will be awarded to groups of students of 2-7 (**Impact Teams**). Grant sizes will range from \$500 to \$5,000.
- Submission of an application does not guarantee funding.
- Prior engagement with the Lead Forward Credential Program by Impact Team members will be viewed favorably by the selection committee. Information about the Lead Forward pathway can be accessed on [this website](#).
- Strength of relationships between Impact Team, Impact Mentor, and any collaborating community or campus partners will influence selection.
- Community organizations or Purdue faculty and staff may recommend projects by communicating an existing need to students and identifying established foundations (e.g. a pre-existing organization) on which Impact Teams can build their initiative. Grants will only be made to Impact Teams of JMHC students and not directly to the community organization or faculty / staff mentors.

Eligibility

To be eligible, the Lead Forward Fellowship Grant application should meet the following conditions:

- Be authored by a team of JMHC students between 2 and 7 in number. Students involved should be in good standing with the John Martinson Honors College at the time of grant application submission. Students may only be identified on one application. Students outside the JMHC are not eligible for the fellowship, due to stipulation of source funds.
- Have approval / sponsorship of a faculty or staff mentor (Impact Mentor) with relevant knowledge or experience.
- Have approval / sponsorship for any external community partnership agencies outside of Purdue University that would be involved as collaborators in the project and/or provide access to community members.
- Impact Teams may be awarded the grant in two consecutive years for a single initiative. However, prior awarding of the grant does not guarantee funding a second time.
- New initiatives for preexisting organizations, clubs, research teams, or other entities must represent a clear change or addition to previously enacted projects, whether previously funded by the Lead Forward Fellowship Grant or not.

Stipulations for Funding

Funds must be used within the following academic year after the awarding of the grant. Requests to extend the time for use of funds must be filed with the Leadership Development Unit prior to the end of the academic year. Grant funds may be used for following purposes:

- Travel for students only as needed to enact the social impact project.
- Materials and supplies necessary to complete the project.
- Publicity, printing, and postage are allowable costs.
- Refreshment costs may be allowed when justified as a specific activity of the service.
- Other items must be adequately justified in the proposal.

Grant Funds may **not** be used for following purposes:

- May **not** be used for honoraria or compensation to the individual(s) working on the project.
- May **not** be used as a monetary donation, cash award, gift card, or other prizes.
- May **not** be used toward equipment that costs \$5,000 or more.

Requirements

The following requirements must be met by Impact Teams whose applications are selected for the Lead Forward Fellowship Grant:

- If their project is awarded, all Impact Team members will participate in the **required** curricular-based learning community that constitutes the fellowship. This involves a 2-credit course in Fall 2025 and a 2-credit course in Spring 2026 to be arranged around students' course schedules.
- As part of this coursework, students will complete the **required** Social Impact Leadership Portfolio, which students can use to satisfy the JMHC scholarly project.
- Also as part of this coursework, Impact Teams will submit the **required** MIDWAY REPORT by the end of the Fall 2025 semester and a FINAL REPORT by the end of the Spring 2026 semester. These reports document the results and benefits of the project and will require approval by the Impact Mentor and any participating Community Organizations.

Application Guidelines

- Applications for the current term are due on or before **Thursday, April 3, 2025**. An application form for the grant program must be completed utilizing the template provided and submitted via the BrightSpace portal. **To gain access to the BrightSpace portal, contact Dr. Adam Watkins at aewatkin@purdue.edu.**
- Before being submitted, the application must include signatures by all members of the Impact Team, the Purdue faculty/staff member who intends to serve as the Impact Mentor, and a representative for any community or campus partner involved in the project. Applications with incomplete signatures may be denied outright.
- Proposals that involve travel outside the Greater Lafayette area and all international projects must be consistent with all university policies on general and international travel as established by the Office of the Dean of Students. If the Impact Team is operating in affiliation with a student organization, the Event Planning Form (EPF) and Travel Planning Form (TPF) **must be filed two weeks prior to the event or travel**. Please see this link: <https://www.purdue.edu/b-involved/> to file electronically or for further information contact the BOSO Office at the Center for Student Excellence and Leadership, Room 365.
- Applications must include an **itemized** budget and note expected income (if any) for the project. Be sure to clearly state the amount you are requesting.
- Changes to the application after it is approved, including budget, plan, or extension of dates, requires a separate request by the student(s) and approval by the committee before proceeding.

Point of Contact

All applications, reports, inquiries should be directed to Dr. Adam Watkins, Assistant Dean of Leadership Development, John Martinson Honors College, aewatkin@purdue.edu

Application Review and Notification

- All applications will be reviewed by a committee created by the Leadership Development Unit and decisions by the committee will be final. This committee will consist of members from the Lead Forward Advisory Council and/or former Impact Mentors.
- The amount of the grant requested may be altered by the review committee.
- Applicants will be notified of the committee's decision **on or before Mon., April 21, 2025**.

To access your funds

Lead Forward Fellowship Grant funds will remain with the Business Office for the John Martinson Honors College. Impact Teams will need to follow the provided guidelines for utilizing funds and submitting itemized receipts. This includes a form that will need to be submitted two weeks prior to accessing funds and will need approval from the Impact Mentor.

Lead Forward Fellowship Grant Application

To apply for the Lead Forward Fellowship Grant, complete the following form, adhering to the word count limits. Be sure to read this application form in full and provide all signatures necessary. Signatures should be provided only after all parties have read the guidelines above and the completed application form. The entire document (guidelines, application, and signatures) may then be submitted.

- **Proposal Statement** (200 words or less)
 - *Provide a brief overview of the project being proposed, including key events, activities, etc.. as well as the total funding amount being requested.*
 - *What is the issue or problem being addressed by this project? What evidence exists to confirm this problem, whether from published research and/or a needs assessment conducted by the impact team.*
 - *Outline the objectives and intended outcomes of this project relative to the problem or issue. Be specific about intended change and how success will be measured.*
- **Theory of Change** (100 words or less)
 - *What evidence or scholarship suggests that the proposed initiative could address problem or issue and achieve outcomes described by the impact team?*
- **Viability** (100 words or less)
 - *Indicate viability of the project, including feasibility of key activities. What has the team done thus far w/ establishing a network, relationships with key stakeholders, access to necessary resources, etc.*
 - *Be sure that any campus or community partner whose approval would be necessary for the project's implementation is clearly noted and the extent of the relationship established. Signatures from these campus / community partners will be needed on the signature page below.*
- **Impact Mentor** (75 words or less)
 - *Identify faculty or staff mentor who will serve in the Impact Mentor role and provide information about their qualifications and any other benefits or resources they provide. Be sure to indicate extent of relationship and why this mentor is best suited to support this initiative.*
- **Cost Outline**
 - *Indicate amount being requested and provide a table with an itemized budget.*
 - *Be sure to include any expected income related to the project and how that will be utilized toward current or future costs.*
 - *Budget should only cover expenses that will be made by the end of May, 2026.*
- **Impact Team & Preparation** (150 words)
 - *Include names, years, majors, email of Impact Team members and whether they are currently in good standing as JMHC students.*
 - *Indicate relevant affiliations for Impact Team members - are these members part of a club, organization, or research team with related to this cause?*
 - *Address relevant expertise and experiences, including leadership, service, engagement with the community, and knowledge of the issue. (Note involvement with Lead Forward program, if any).*

- **Motivation for Participation in the Lead Forward Fellowship** (150 words or less)
 - *Discuss personal, professional, community motivations; share motivations for working with this community and/or enacting this type of social impact.*

- **Lifespan & Sustainability** (75 words or less)
 - *Identify the desired lifespan for this project (one year, two years, ongoing) and any long-term aspirations the impact team would have for this initiative should it be awarded the grant (i.e. a student org, new chapter of a national org., nonprofit, continuation under impact mentor, etc.)*

- **Other considerations** (Optional; 75 words or less)
 - *Identify any factors you would like the selection committee to bear in mind when reviewing your application, such as inability to meet any of the guidelines.*

Signatures

Impact Team

We, the Impact Team, attest that the information provided in the application above is accurate. We affirm that, should we be awarded the Lead Forward Fellowship Grant in response to this application, we will fulfill participate in the Fall & Spring 2-credit courses that make up the fellowship, fulfill all requirements noted above, and will complete the project we have proposed to the best of our ability.

Impact Team Member 1 _____	Signature	_____
	Date	
Impact Team Member 2 _____	Signature	_____
	Date	
Impact Team Member 3 _____ (if needed)	Signature	_____
	Date	
Impact Team Member 4 _____ (if needed)	Signature	_____
	Date	
Impact Team Member 5 _____ (if needed)	Signature	_____
	Date	
Impact Team Member 6 _____ (if needed)	Signature	_____
	Date	
Impact Team Member 7 _____ (if needed)	Signature	_____
	Date	

Impact Mentor

I have read the application above and attest to the viability of this project. I confirm my intentions to serve as sponsor and mentor for this project, should this application be selected for the Lead Forward Fellowship, and to fulfill the responsibilities outlined in the Lead Forward Impact Mentor Agreement Form.

Name Signature Date

Campus Partner (if needed)

On behalf of my department / office, _____, I have read the application above and attest to the viability of this project. I confirm my intentions and/or the intentions of my department / office to work in collaboration with the Impact Team on the project outlined above, should this application be selected for the Lead Forward Fellowship. I agree to review and sign the Midway Report and Final Report required of the Impact Team and to notify the program administrator at aewatkin@purdue.edu if any issues should arise.

Name Signature Date

Community Partner (if needed)

On behalf of my organization, _____, I have read the application above and attest to the viability of this project. I confirm my intentions and/or the intentions of my organization to work in collaboration with the Impact Team on the project outlined above, should this application be selected for the Lead Forward Fellowship. I agree to review and sign the Midway Report and Final Report required of the Impact Team and to notify the program administrator at aewatkin@purdue.edu if any issues should arise.

Name Signature Date