

Lead Forward Fellowship Grant Application

Below is the expected outline for applications for the lead Forward Fellowship Grant. Impact Teams should be mindful of the prompts under each required category as well as the maximum word count identified. Be sure to read this application form in full and provide all signatures necessary.

- **Proposal & Outcome Statement (200 words)**
 - Provide an outline of the project being proposed, with general timeline. Indicate the objectives, projected activities, collaborators, and intended outcomes of this project.
- **Current Conditions (200 words)**
 - Provide information based on needs assessment, asset mapping, and/or stakeholder analysis that frames current conditions related to project. Be sure to frame the gap or need that this project is addressing.
- **Cost**
 - 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, 2024.
- **Viability & Sustainability (200 words)**
 - Indicate viability of the project, including feasibility of key activities. What has team done to establish relationships with community partners, gain access to community participants, gain access to necessary resources, etc.
 - Indicate how the project will be sustained beyond the year of funding.
- **Impact Team & Preparation (200 words)**
 - Include names, years, majors, JMHC standing of Impact Team members
 - Indicate relevant affiliations for Impact Team members - are these members part of a club, organization, or research team with interest in this cause?
 - Address relevant expertise and experiences, including leadership, service, engagement with the community, and knowledge of the issue.
- **Motivation for Participation in the Lead Forward Fellowship (150 words)**
 - Discuss personal, professional, community motivations; share motivations for working with this community and/or enacting this type of social impact.
- **Faculty or Staff Mentor (50 words)**
 - Identify faculty or staff mentor and provide information about their expertise related to this project.

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.
- Pre-existing relationships with community entities will be viewed favorably by the selection committee.
- Prior engagement with the Lead Forward Credential Program and/or affiliated programming by Impact Team members will be viewed favorably by the selection committee. Information about the Lead Forward pathway can be accessed on [this website](#).
- Community organizations may initiate projects by describing their need directly to appropriate student groups or faculty / staff. Grants will only be made, however, to Impact Teams of JMHC students and not directly to the community organization or faculty / staff mentors.

Eligibility

To be eligible for the Lead Forward Fellowship Grant, the application must:

- Be authored by a team of JMHC students between 2 and 7 in number. Students involved must be in good standing with the John Martinson Honors College at the time of grant application submission. Students outside the JMHC are not eligible for this fellowship, as per the stipulations of the funding source.
- 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, whether the same or reconstituted, may apply for and receive the grant twice for a single initiative.
- 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 for extending 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 salaries, honoraria, or compensation to the individual(s) working on the project.
- May **not** be used as a donation.
- May **not** be used toward equipment that costs \$5,000 or more.
- May **not** be used for cash awards or gift cards, as an award or special prizes, etc.

Application Guidelines

- Applications for the current term are due on or before **Friday, March 31, 2023**. 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 organization partner involved in the project. Applications with incomplete signatures will not be considered.
- 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 a complete **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.**

Requirements

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

- Impact Teams are **required** to submit a MIDWAY REPORT by the end of the Fall 2023 semester and a FINAL REPORT by the end of the Spring 2024 semester, which will describe the results and benefits of the project. Forms for these reports will be provided, and both reports will be submitted online via the BrightSpace portal. Both reports require approval by the Impact Mentor and any participating Community Organizations.
- Students on the Impact Teams are **required** to participate in the fellowship learning community, which includes enrolling in HONR 299: Lead Forward Fellowship. Alternative meeting times will be arranged around students' schedules, if necessary.

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 reduced by the review committee.
- Applicants will be notified of the committee's decision **on or before Monday, April 17, 2023**.

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.

Signature Page

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 the requirements connected with the grant 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

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