



## Work Colleges Consortium Service Project Grants Guidelines and Application

### WORK COLLEGES CONSORTIUM

#### GOAL

The goal of the WCC Service Project Grants is to have a greater impact on local communities, assist colleges in better supporting needs within their own region, provide expanded service opportunities for students, and support service-learning classes. The colleges recognize the importance of joint service activity and can seek to partner with one another as appropriate.

#### GUIDELINES

WCC schools can partner together on projects or can individually apply for funds to support a specific service activity. Each school can receive funds on a yearly basis - the annual allocation will be capped at \$2,000 per college. Schools will submit a request for funding and will provide a written summary and documentation of the project upon completion.

If needed in an emergency situation or for a significant project, a college can forfeit its funds to another WCC school. (For example: Several years ago, tornadoes struck in both Joplin, MO and West Liberty, KY; two or more schools could have worked together to provide relief (e.g., food, labor, and supplies) to the affected area and other schools could provide additional funding).

The Service Project Grants can also be used to support Service-Learning classes “as a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the student learning experience, teach civic responsibility, and strengthen communities.” (National Service Learning Clearinghouse).

The Service Project Grants will be reviewed on a rolling basis throughout the academic year, as funds are available. Priority will be given to projects which involve students in hands-on experiences that expose and engage them in the application of theory to active community service activities.

Faculty, Staff, and Students (with faculty/staff advisor support) at WCC member schools are eligible to apply.

#### APPLICATION AND POST PROJECT REPORT

- Please complete the attached forms and submit as appropriate.
- The application can be emailed or faxed back to the Work Colleges Consortium office:
  - Fax # 859-985-3816
  - [brenda@workcolleges.org](mailto:brenda@workcolleges.org)
- Original receipts and or invoices will be needed for reimbursement and documentation. **Requests for reimbursement must be submitted within 30 days of project completion.**
- Photo documentation or other visual documentation must be included with the Post Project Report.



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## Work Colleges Consortium Service Project Application

Please submit to the WCC Office before beginning the project

**Date:**

**Institution:**

**College Contact:**

**Name:**

**Email:**

**Phone:**

**Are these funds needed immediately to respond to a disaster or crisis?      Yes / No**

**Project Description: (Please limit to 500 words)**

**Approximate number of students and staff involved from your college:**

**Is this a collaborative project with another WCC college or outside agency?      Yes / No**  
**Please explain:**

**Time frame of project, including anticipated start and end dates:**

**What amount of funds is being requested? How will be the funds be spent? Please provide a listing of anticipated expenses.**



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**Service Project Grant Expense Form**

Name	
Make check payable to:	
Mailing Address	
Service Project Location	
Purpose of Service Project	
Dates of Service Project	

Date	Description	Amount
<b>Total</b>		

Signature: \_\_\_\_\_

Mileage for travel in a personal vehicle will be reimbursed at .48 per mile. Please attach receipts (note: original, detailed receipts are required for meal reimbursements) and forward documents within 30 days of service project completion to:

Brenda Boggs  
Work Colleges Consortium  
CPO 2163  
Berea, KY 40404

For questions, call 859.985.3154 or email [brenda@workcolleges.org](mailto:brenda@workcolleges.org)



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## Work Colleges Consortium Service Project Grant

### Post Project Report

Please submit to the WCC Office within 30 days of project completion

**Report submitted by:**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Project summary:**

Please include in your summary:

- Approximately how many people were involved in the project?
- Who directly benefitted from the project?
- What were the greatest outcomes or benefits of the project?
- Did you encounter any unforeseen snags or setbacks?

**Please explain how funds were expended.**

**Please attach or provide a link for photographic documentation.**

Please submit the post project report and documentation to:

Brenda Boggs  
Work Colleges Consortium  
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Berea, KY 40404  
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