Student Assembly Community Affairs Project Fund

What is the Student Assembly Community Affairs Project Grant?
A grant that provides financial support to Student Assembly sponsored student groups seeking support to conduct community projects within Baltimore City.

How much is awarded?
Student groups may apply for up to $500 for a given community service project. The Student Assembly Community Affairs committee will maintain discretion to fund a portion of or the full amount of requested funds for a given project. In rare cases, amounts over $500 may be approved with the support of the entire Student Assembly.

Who is eligible? Who is not eligible?
All Student Assembly recognized student groups are eligible to apply for and receive funds. Student groups not recognized by the Student Assembly are not eligible to apply for and receive funds. Also, projects for which students receive academic credit shall be ineligible for funds.

Community service projects applied for in the applications must occur AFTER the Grant award deadline. Projects that have already occurred by the deadline will not be considered for funding. Also, community service projects receiving funding through this Community Service Grant are ineligible from receiving funding from the Student Assembly Student Group Events Fund.

When is the application deadline?
The application deadline is the 15th of each month. All applications will be reviewed by the Community Affairs Committee within 2 weeks, and feedback provided by the 1st of the following month.

How are the applications evaluated?
The following guidelines will be used by the Community Affairs Committee to prioritize funding requests: potential impact and benefit to the community; educational and academic value of the community service project; innovativeness of the proposed project; and feasibility of implementation and completion.

How long do we have to use the funds? What can the funds be used for?
Student groups may only employ received funds toward costs incurred that are directly related to the execution and completion of the approved community service project. Awarded funds must be utilized by receiving student groups during the academic year in which the funds are awarded. All funds must be spent on the line items for which they were approved. The Student Group must notify the Student Assembly Treasurer upon spending money allocated by the Community Affairs Committee, and follow standard reimbursement procedures.
After the project, there are just a couple more steps....
All student groups receiving Community Service Grant funding must complete a final report to the JHSPH Student Assembly Community Affairs Committee. The report must be submitted to the Committee by the end of the fourth quarter during the academic year in which the award was granted. The final report must include a summary of major activities of the service project, a delineation of major use of funds, summary of student organization involvement and academic and enrichment benefit to members, and a summary of the benefit to the community in which the project was completed. Student are encouraged to provide pictures of their project provided photos were permissible during their work.
Student Assembly Community Affairs Project Fund Application

Use this form to apply for the Student Assembly Community Affairs Project Fund Award of up to $500. This fund supports community engagement projects to be carried out by Student Assembly recognized student groups. Please email sacomaff@jhsph.edu with any questions.

Basic Information:
Contact Name: ______________________________________

Contact Email: ____________________________

Project Title: __________________________________________

Name of Sponsoring Student Group: ____________________________

Briefly summarize your student group’s mission statement, goals, and recent activities:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

List collaborating/co-sponsoring JHU Departments & Organizations:

________________________________________________________________________

________________________________________________________________________

Community Partners:
Most community grants are submitted for projects in which student groups are working with a previously identified community partner. If you have are at the stages of needing a community partner, contact SOURCE at source@jhsph.edu. In rare cases, projects are approved in which a community partner is not appropriate.

SOURCE Contact: ____________________________

Name the non-Hopkins community partners that will be involved in this project:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Briefly describe the mission statements of the non-Hopkins community partners:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please list the Names, Contact Information, and Titles/ Affiliations of those community partners that will be working with your student group on this project:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Project Information:
Please provide more information about the project for which you are applying for funding.

Amount Requested: ____________________________

Expected Attendance: __________________________

% JHSPH Students: _____________________________

Briefly describe the major purpose and goals of the project:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Provide a brief timeline of the project activities, with potential dates.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Briefly, who will benefit from this project, how they will benefit, and what long-term benefits may arise from this project even after its completion?
________________________________________________________________________
________________________________________________________________________
Please outline the specific costs associated with this project. We recommend you research potential costs by contacting local vendors. Additionally, SOURCE is a great resource for brain-storming ways to reduce costs.

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Please list any additional sources of funding for this project:

________________________________________________________________________
________________________________________________________________________
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How did your group find out about the Student Assembly Community Affairs Project Fund?

________________________________________________________________________

Thank you. Please forward this completed application to sacomaff@jhsph.edu.