

# If You Receive an Award...

The SVC Director will send you an award letter and a grant contract. **Please carefully read the guidelines listed below:**

- Upon the receipt of the grant contract, materials will be administered in accordance with UCSC accounting policies and procedures.
- The budget of your project may not be altered once the funds have been granted.
- All transactions are to be initiated and coordinated by the student who submitted the CSP Grant proposal. The UCSC or community sponsor identified in the proposal may not act on the student's behalf to access grant funds.
- Students must have a plan for storing materials during and after their projects. Details must be included in the project report.
- A written project evaluation report is required of the student and the community sponsor at the completion of the project. This report allows the grant committee to review the use of grant funds and assess your project. The evaluation must be turned in to Chris Silva at the Student Volunteer Center, Hahn Student Services 245. **A complete and detailed evaluation must be turned in. This ensures that the student award recipient and the sponsoring community organization will be eligible for future grants (applicable forms will be sent to you upon award).**
- Photographs of your project are highly recommended and can be added to our website upon your request ☺
- If you receive an award for a publication or media project, please include a statement in your final project acknowledging the university's contribution. ☺