



## UCSC Student Volunteer Center Community Service Project Grant Pre-meeting worksheet

This pre-meeting worksheet is designed to help you think through the details of your CSP Grant application. It is for your own use at the first meeting; you cannot attend the meeting without completing it. Please answer the questions fully and completely and bring a hard copy of your answers to the meeting.

- 1) What is the organization you work with and are why are you passionate about it?
  - a. What are three things about your org that inspire you?
  - b. Why do you work at this org rather than a different one? What is special about this one in particular?
  - c. How does your organization benefit the community it serves?
  - d. In what ways do you have a personal connection to this org?
    - i. i.e. How long have you been involved, notable memories/experiences
  
- 2) How will this grant benefit your organization?
  - a. Is there a specific project you want to implement within your organization?
    - i. If yes, what is your vision for this project and why is it important?
    - ii. If no, try thinking about some of the physical or material needs your organization has. What are they and why are they important? e.g. technical equipment, office supplies, gardening equipment, etc.
  - b. We look for grant proposals that will help a project become sustainable and we prioritize projects that will be ongoing. How will this grant aid in these goals?
  
- 3) For your proposal you will need one faculty sponsor and one community sponsor. These individuals will be expected to write you a letter of recommendation talking about your work with your organization and your project. They should be

someone who knows you well and can attest that you will follow through with the assignment. Your community sponsor should be someone that is also involved with the organization, an example would be your boss or supervisor at the organization. They should be available to help support and guide you through the process of your project, making sure the funds are utilized to the benefit of the Santa Cruz community. A faculty sponsor will help you utilize campus resources and provide guidance pertaining to the project. This sponsor does not need to work in a department that is related to your project. An example of a faculty sponsor would be someone who leads a service learning course you have been involved in, or a faculty member you have a good relationship with. With this in mind, please complete the following questions.

- a. Who are two people who could be your faculty sponsor?
  - b. Who are two people who could be your community sponsor?
- 4) What is the timeline like for your project?
- a. When do you plan to start and finish the project?
  - b. How long will you be involved in the project?



