The Pepperdine Center for Faith and Learning and the Inter-Club Council (ICC) are partnering to provide funding for student-led service and social action initiatives for the 2015-2016 Academic Year.

Awards will be made for up to $2,500 per group or individual. A minimum of 20% of your grant funding must be spent on education and awareness for the Pepperdine community.

What are we looking for?

1) Projects must primarily seek to educate the Pepperdine community and must demonstrate an impact on the Pepperdine community
2) Projects must align with at least one of these themes:
   a. Address or seek to alleviate poverty and hunger
   b. Address or seek to promote peace and justice
   c. Encourage or mobilize Pepperdine students to serve established service organizations
3) Projects should demonstrate a clear connection between the project’s primary goal(s) and the University's mission statement.
4) Priority will be given to individuals and groups who are in need of funding to start up new or “grass-roots” projects on campus and do not have an established membership base. However, all applicants are encouraged to apply and will be considered for funding.
5) Priority will be given to projects that support local service organizations.
6) All enrolled Pepperdine students are eligible to apply

For a sample project, please see the end of this application packet.

We DO NOT accept the following:

1) Projects that are done for academic credit as part of a class, internship, etc.
2) Applications/projects from faculty or staff
3) Projects seeking to provide direct financial contributions to any outside organization
4) If your project involves traveling outside of the United States, please visit the [Department of State's travel warning list](https://travel.state.gov/content/travel/en/traveladvice.html) . The University rarely supports trips/activities to countries which appear on the U.S. State Department travel warning/advisory list. Therefore, the committee will not approve proposals involving such travel.

How Do I Apply?

1) Carefully read the application and guidelines on the following pages. Proposals will be judged on the criteria set forth in the Application Guidelines.
2) Email Stephanie Cupp to make an appointment to meet prior to submitting your grant proposal - this is MANDATORY. You will review and sign the Service Grant Checklist at this meeting.
3) Get a faculty or staff mentor. Each project must have a faculty/staff mentor who will provide guidance throughout the duration of the project and help the student(s) explore the possible connections between the project and his or her vocation.
4) Submit your completed application, checklist and faculty/staff acknowledgment form for review by (or before) the monthly deadline (see ‘Deadlines’ below) and email Stephanie Cupp that it is
submitted. It is highly recommended that you submit your application early in order to provide time for review and revisions.

5) Make any recommended revisions and resubmit application.

6) Wait for the committee’s decision (meetings are the second Wednesday of each month).

**Deadlines:**

1. Applications are due the 1st day of each month (the January deadline is January 11, 2016) through April 1, 2016, as long as funding remains available.

2. When planning events, allow 3 weeks after submission for committee response. The service grant committee will meet the second week of each month to make decisions on applications. All applications should be submitted at least 6 weeks prior to the date of the event.

   **Please note that some items, such as plane tickets, may need to be purchased several weeks prior to the actual event. Please turn in your application early enough to allow for time to make such purchases.**

3. **Applications for Pepperdine Spring Break Trips:** must be turned in by December 1, 2015.

4. A final paper is due one month after the conclusion of your event/project. See the “Assessment” section for more information on this paper.

Contact Information: stephanie.cupp@pepperdine.edu or x4141.
APPLICATION GUIDELINES
SERVICE AND SOCIAL ACTION GRANTS

Please fill out each section thoroughly. Any application missing one or more sections will be considered incomplete and automatically denied.

Contact Information:
Include the names of the main student contact person(s) involved with your project along with their email address(es) and phone number(s). (Please do not include faculty/staff names.)

Goals:
Write 2-3 concise goals for the project you are proposing.

*Your primary goal must demonstrate how you seek to educate the Pepperdine community and must demonstrate an impact on the Pepperdine community. Be sure to highlight the ways in which your project will educate members of the Pepperdine community in regards to understanding social action and service as a distinct feature of one’s Christian faith, calling, and vocation.

*The above goal and any further goals must connect with at least one of these themes:
  • Address or seek to alleviate poverty and hunger
  • Address or seek to promote peace and justice
  • Encourage or mobilize Pepperdine students to serve established service organizations

Description:
Describe the scope of your project:
  • Number of students directly involved in planning and execution
  • Where your project will be taking place
  • Any agencies, organizations, or outside individuals you will be working with (include contact information for the organization and your contact within the organization). What is your connection with this organization?
  • Your rationale for proposing this project
  • How your project aligns with the mission of the university
  • Audience: Describe the specific portion of the Pepperdine community to whom you will be providing education, awareness, and/or service opportunities; how many people do you expect at your event(s)? Provide a statement regarding the specific population with whom you will be working and the nature behind your concern and desire to serve them.

Contribution to the Pepperdine Community:
In addition to the impact you will have on the community you will be serving, the committee wants to see how your project will directly impact the Pepperdine community. It is required that a minimum of 20% of your total budget be dedicated to this portion of your project.

If your project takes place off campus, how will you bring the experience or the results back to the campus community? For example, a proposal should indicate how the project can be shared with Pepperdine students or faculty upon return to the campus through such means as creating a documentary, webpage, or news article(s). You could also consider hosting one or more convocation/chapel events, dorm-wide and campus-wide events, open club meetings, fundraisers for your experience, or other group activities. If your plan is to hold a chapel/convocation, you must get pre-approval from the Convocation Office. You can submit your idea via the Chapel Event Proposal Form.

Action Plan:
Provide a detailed and thorough timeline or calendar of all activities involved with both the planning and execution of your project along with a brief description of each activity.
If your project involves travel, provide detailed information regarding your specific means and routes of travel, all locations at which you will be staying, and a daily itinerary.

**It is important to note that the committee may fund travel-related expenses, such as airfare, ground transportation, and lodging, however only up to 80% of the total grant can be used for travel-related expenses (i.e. $2000 of a $2500 grant). In order to qualify for travel-related funding, the committee expects you to use a minimum of 20% of your grant funding to impact the Pepperdine community through education and awareness for your cause or organization. Any money you raise through fundraising events may be used towards your travel expenses.**

**Please note: If your project involves traveling outside of the United States, please visit the Department of State’s travel warning list. The University rarely supports trips/activities to countries which appear on the U.S. State Department travel warning/advisory list. Therefore, the committee will not approve proposals involving such travel.**

Faculty/Staff Mentors:
It is imperative for you to have contacted and secured a faculty or staff mentor for your project prior to the submission of your application.

**You must submit the attached acknowledgement form with your faculty/staff mentor’s signature along with your application or it will not be considered for funding.**

Provide his or her name, as well as a description of the entirety of your mentor’s involvement with your team. What expectations do you have of one another? Will he or she be assisting you in writing your application? How often will he or she be meeting with your team during the planning stages? Does your mentor plan to accompany you on site? Will he or she be involved with any other activities associated with your project?

Advertising:
Provide a statement regarding your plan for advertising and bringing awareness of your project and cause to the Pepperdine community. Consider advertising venues such as fliers, digital signage (the TVs on campus), Convocation slides, announcements in classes and on the Pepperdine radio, etc.

Assessment:
Include a statement on how you will assess your stated goals. Options for assessment include:
1. Quantitative analysis: pre/post surveys (ie. faith impact of the event/experience), money raised, number of participants
2. Qualitative: oral interviews; journal sampling; case studies
For help with this section see the National Service-Learning Clearinghouse website or speak to our office.

PLEASE NOTE: All those awarded funds are required to submit a 1-2 page paper due one month after the conclusion of the project. This paper must contain your assessment results and a reflection on the service experience and the implications for the student’s sense of vocation or calling. You will be asked to complete a short follow-up online survey and submit any photos/other media from your project which might be used for advertising or fundraising for future service grants.

Budget:
Include a proposed line-item budget.
- Follow the outline of the budget template (separate Excel attachment- see http://community.pepperdine.edu/cfl/student-programs/service-grants/ )
- Be specific and include all expenses you anticipate incurring
- Research all costs and do not include estimates
- Show your total costs for your project (not only the costs covered by the service grant)
- Expense and Revenue totals should match!
Include a rationale for each budget item. How do your budget items help achieve your stated goal? Also, if the money awarded by this grant is not enough to cover your total costs, please tell us how you plan to secure the remainder of your funding.

**Remember: A minimum of 20% of your grant funding must be spent on education and awareness for the Pepperdine community. The committee may fund travel-related expenses (such as airfare, ground transportation, and lodging) however only up to 80% of the total grant can be used for travel-related expenses (i.e. $2000 of a $2500 grant).

Submit your completed application, checklist and faculty/staff acknowledgment form for review by (or before) the monthly deadline (see ‘Deadlines’ section above) and email Stephanie Cupp that it is submitted. It is highly recommended that you submit your application early in order to provide time for review and revisions.

Contact Information: stephanie.cupp@pepperdine.edu or x4141.

If you would like assistance with writing or reviewing your grant proposal, please consider the following resources: your faculty/staff mentor; Pepperdine Volunteer Center, located in TCC 230, adjacent to Student Affairs; and the Writing Center, located in CAC 103.
SERVICE AND SOCIAL ACTION PROJECTS
CALL FOR PROPOSALS

FACULTY/STAFF MENTOR ACKNOWLEDGEMENT

Dear Faculty/Staff Member,

Thank you for your interest in serving as a mentor for our Service and Social Action Project students! The Service and Social Action Grant is brought to you by the Pepperdine Center for Faith and Learning and the Inter-Club Council. Together, our goal is to provide funding for students who seek to develop innovative methods of addressing or alleviating social issues such as poverty and hunger, and encouraging and educating Pepperdine students to serve in such capacities. Students with such projects are eligible for up to $2,500 in funding from our grant; it is required that at least 20% of the awarded money be used for education and awareness at Pepperdine. For more details on the requirements of our grant, please ask your student for the application packet.

Faculty/staff mentors are crucial to this project. Your role, should you be willing to serve in such a capacity, would be to provide guidance throughout the duration of the project and help the student(s) explore the possible connections between the project and his/her vocation. As a mentor, you are not to be the primary lead on this project; all initiatives should be student-led. Instead, your role should be primarily supportive and with an ultimate purpose of helping develop the student as a leader in his or her own right.

Before you accept this role, it is recommended that you and your student have a conversation regarding the specifics of your involvement. What expectations do you have of one another? Will you be assisting the student in his or her application? How often will you be meeting with the student(s) during the planning stages? Will you accompany your student on site, or travel with him/her if it is an off-campus initiative? Will you be involved with any other activities associated with the project?

Although there are no strict requirements of the faculty/staff mentor, it is highly suggested that you play an active role in the student’s growth during this process. Activities such as occasional journal entries, meetings before and after the initiative, and attendance at some key events associated with the initiative are some ideas on how you could do so. Please remember that your participation as a faculty or staff mentor does not make you responsible, financially or otherwise, for the student(s)’ completion of the project.

Once you have agreed upon your role in the initiative, please sign the following page for the student. This page is required as part of the student’s application for the grant.

Thank you for your service! We appreciate all that you do for Pepperdine University. If you have any questions, feel free to contact us in the Center for Faith and Learning, x4141, or by emailing stephanie.cupp@pepperdine.edu.
SERVICE AND SOCIAL ACTION PROJECTS
CALL FOR PROPOSALS

FACULTY/STAFF MENTOR ACKNOWLEDGMENT

To be filled out by Student or Student Group:

Student Name(s):__________________________________________________
Project Name:____________________________________________________
Faculty/Staff Mentor Name:________________________________________

To be filled out by Faculty/Staff Mentor:

I agree to serve as the faculty or staff mentor for the above-mentioned service and social action grant group. Should student(s) be awarded funds from the Center for Faith and Learning and/or Inter-Club Council, I agree to provide guidance throughout the duration of the project and help the student(s) explore the possible connections between the project and his or her vocation. My participation as a faculty or staff mentor does not make me responsible, financially or otherwise, for the student(s)’ completion of the project.

Signature:________________________________________________________
Printed Name:____________________________________________________
Title:____________________________________________________________
Date:____________________________________________________________
Service Grant Checklist

THIS FORM WILL BE REVIEWED AND SIGNED IN YOUR MEETING WITH STEPHANIE CUPP.

I understand I must do the following:

- Read the entire application and instructions

- If my project involves traveling outside of the United States, check the Department of State’s travel warning list [http://travel.state.gov/content/passports/english/alertswarnings.html]. The University rarely supports trips/activities to countries which appear on the U.S. State Department travel warning/advisory list. Therefore, the committee will not approve proposals involving such travel.

- Ask a faculty or staff member to be my mentor

- Get my faculty/staff mentor to sign the “Faculty/Staff Mentor Acknowledgment” (last page of the application) and turn this in with the completed application

  NOTE: Each project must have a faculty/staff mentor who will provide guidance throughout the duration of the project and help the student(s) explore the possible connections between the project and his or her vocation.

- Complete my application, following the application and guidelines

- Research all items included in the budget section to provide accurate and thorough information (ie. call companies ahead of time to get pricing; include taxes; check current airfare). I understand that a minimum of 20% of the grant funding must be spent on education and awareness for the Pepperdine community

- Submit my completed application, checklist and faculty/staff acknowledgment form for review by (or before) the deadline below

  NOTE: It is highly recommended that you submit your application early in order to provide time for review and making revisions.

- Make any recommended revisions and resubmit my application by the deadline below

I will turn in a draft of my application and notify Stephanie Cupp by ___________________

I will turn in the final copy of my application and notify Stephanie Cupp by ___________________

Signed:___________________________________________________________________

Print Name:______________________________________________________________

Date:____________________________________________________________________

Proposed Project Name:________________________________________________

CWID:___________________________________________________________________

Meeting date:____________________ Staff Initials_______
SERVICE AND SOCIAL ACTION PROJECTS
SAMPLE PROJECTS

For inspiration on your service and social action projects, feel free to browse the example projects given below. The samples below are excerpts of the original application; they are not the original application in full. All of these are based on actual projects that received funding in the past, with slight modifications to protect the identity of the students on the project.

SAMPLE PROJECT: MORE THAN COMPASSION

Description: Two students received funding to travel to a Guatemalan orphanage and serve for 10 days, in addition to researching the local women’s shelter to assess the needs of the population. The students will stay at the orphanage and build relationships with the children to understand their culture. The students will also visit a local women and girls’ shelter, composed primarily of young mothers, to research the risk factors in the area through surveys and interviews. Both students will use this research in their academic papers once returning to Pepperdine. Finally, the students will develop a language exchange program with Guatemalan students through a pen-pal program between the local students and Pepperdine Spanish students. A Pepperdine International Studies Professor will be overseeing the project to assist in logistics, the academic research, and assessment.

On-Campus Impact: The students will develop a pen-pal program between Pepperdine students (primarily those in the International Studies department) and Guatemalan students that the students meet during the trip. The students will lead this program for the semester following this trip, and pass it on to future leaders so that it can last for many years. This program will help students get a first-hand taste of Guatemalan culture and its people.

Assessment: The students will develop a qualitative study following the trip that combines data collected by the team members, the members’ reflections and feedback, and the pen-pal program. Students presented a table of various tasks and goals of education that the trip will meet.

Budget: The students were given a grant to cover expenses such as food for an on-campus fundraiser, advertising printouts, research materials, and supplies for the pen-pal program.

SAMPLE PROJECT: PEP-INNOVATIVE INSTITUTE

Description: A student received funding to develop a team that provides technology education and entrepreneurship training to underprivileged high school students in downtown Los Angeles. The pilot program will partner with a high school to provide a 4-month education program. During stage one, the high school students will be invited to participate in a technology competition, and given the tools to develop their own application, website, or program. The projects will be judged by Pepperdine faculty and staff and other organizations. During stage two, a 4-month technology workshop will be provided to the high school students to work with them on their ideas and design. Finally, in stage three, informational sessions will be held on all
Pepperdine campuses to continue fostering awareness and building support for the program. The faculty mentor will be a Professor of Public Policy at Pepperdine, who will provide oversight and review and advise on the program details.

**On-Campus Impact:** The student will foster on-campus awareness of the digital divide and lack of equity among Los Angeles neighborhoods regarding tech education through media campaigns and presentations on campus. In addition, the program will establish Pepperdine as a community investor by creating relationships with local organizations in the field.

**Assessment:** The student will survey student participants and tech advisors before and after the pilot program. In addition, interviews with the Los Angeles students and with other participants will be held to further develop and improve the program.

**Budget:** The students were given a grant to cover expenses such as transportation for the high school students, awards for the winning idea, and advertising.

**SAMPLE PROJECT: ANTI-HUMAN TRAFFICKING INITIATIVE**

**Description:** Two students received funding to host a week of awareness for anti-human trafficking on Pepperdine campus. The week included a film screening, fundraising events, t-shirt sales, and a speaker from an international anti-human trafficking agency. The students sold about 180 t-shirts with powerful quotes regarding anti-human trafficking, and advertised via tabling, powers, and the rock. The goal of the week was to raise awareness and at least $600 in proceeds towards the anti human trafficking agency. A staff advisor from the Volunteer Center assisted with oversight of the project.

**On-Campus Impact:** T-Shirt sales occurred throughout the entire week on campus. A film screening was hosted on one day, featuring a major film regarding anti human trafficking. Ice cream was provided at the event as incentive for students to participate. A speaker from the international anti-human trafficking agency presented on another day of the week, with food offered as incentive to students to attend.

**Assessment:** The students will gather data on the revenue generated throughout the week as well as the number of petitions for anti-human trafficking that were signed by students.

**Budget:** The students were given a grant to cover expenses such as the t-shirt printing costs, ice cream and food for the film screening and speaker event, and printing for posters.

If you have any questions, feel free to contact us at stephanie.cupp@pepperdine.edu or by calling x4141.