

# Student Service-Learning Grant Application

University of Chicago Medical Center Service Learning Grants are intended to encourage student participation in service-learning activities that enhance Chicago's South Side community by creating a bi-directional exchange of understanding and work for sustainable change.

## **To qualify for a mini-grant:**

- 1) The applicant must be a recognized student organization at the University of Chicago or have been a Summer Service Partnership participant (high school, college or medical student)
- 2) The applicant must identify a community partner – i.e. community based organization, faith-based organization, school, governmental organization, etc.
- 3) Community members must be engaged in the project's implementation
- 4) The project must take place in one of the Chicago south side community areas
- 5) The project must include preparation, service, reflection and action.

## **Service learning grants can pay for the following types of expenses:**

- Transportation to service learning sites
- Supplies and equipment needed to complete the project
- Printing services
- Resource materials
- Refreshments

## **Award Amount**

Mini-grants cannot exceed \$400 per student or student group per academic year.

## **Deadline**

Service-learning grants will be issued on a rolling basis until all funds are depleted.

Applications may be sent via email to: [servicelearning@lists.uchicago.edu](mailto:servicelearning@lists.uchicago.edu)

Award decisions will be made within one month after application has been received.

## **Selection Process**

Grant applications will be ranked and evaluated on the criteria of feasibility, community service, and learning potential outlined above by the grant selection committee.

## **Commitment**

Selected grant recipients must make an appointment with Kohar Jones (kjones1@bsd.uchicago.edu) or Cathryn Smeyers (csmeyers@uchicago.edu) to review the terms of fund allocation. Before receiving funds, grant recipients agree to report expenditures, provide receipts and provide a final report describing what the funding has accomplished. To obtain reimbursement, recipients must submit their own reflection questions along with an attendance log of all community and U of C volunteers. Visual documentation of the service experience is appreciated, though not required (when working with minors, make sure photo consent forms have been collected).

# Student Service-Learning Project Mini-Grant Application Form

Please complete the information below and submit via email to  
[servicelearning@lists.uchicago.edu](mailto:servicelearning@lists.uchicago.edu)

## 1. Contact information

Organization Name (if prior SSP participant, enter SSP team): \_\_\_\_\_

Point of contact: \_\_\_\_\_

Grade level: \_\_\_\_\_ (high school, college, med)  
\_\_\_\_\_ (anticipated year of graduation)

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

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

## 2. Please answer the following questions in 1000 words or less

- **PROJECT DESCRIPTION**
- Describe the proposed service-learning project and the estimated number of participants.
- When/where will the project be?
- What Chicago Community area will be served through this project?  
([http://www.cityofchicago.org/city/en/depts/doi/supp\\_info/community\\_maps.html](http://www.cityofchicago.org/city/en/depts/doi/supp_info/community_maps.html))
- What group, organization, or agency will you be partnering with for this project? Have you made previous contact with them? If so, under what context?
- How will this project benefit your community partner(s)?
- How have you determined that this project will meet the needs of the community partner(s)? Was this project requested by the community?
- How do you plan to communicate with the community partner(s) while developing your project?
- How will you measure the impact of this project and how will you communicate the feedback and data to the community partner?
- How will you publicize your project?
- 
- **PERSONAL DESCRIPTION**
- What do you hope to achieve and learn in this service experience?
- 
- **BUDGET**
- Please provide a (specific) summary of anticipated expenses for this project, and identify any other sources of funding.

# Post Event Report

Within one month of the event's completion, please submit the final packet to Sandra Wallace in the family medicine department, including all event receipts, an attendance log of University of Chicago volunteers, estimated community participation, and your reflection questions.

## Volunteer Log

| Name | Email | Year | Pritzker Society |
|------|-------|------|------------------|
|      |       |      |                  |
|      |       |      |                  |
|      |       |      |                  |

## Reflection Questions

1. What were your expectations for your service project?
2. What did you contribute to the community through service?
3. What did you learn from the community?
4. How did you feel while serving and learning?
5. What, overall, did you learn from your service experience?