**Boston College
*Service and Justice Program Grants*
Application Form – 2022-2023**

**Applications are due by 5 p.m. on 9/30/22 via email to Kate Daly (**kate.daly@bc.edu**).**

**Part I**

Program/Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Sponsoring Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_
Date(s) of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Role of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
BC Advisor, if applicable: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PeopleSoft Account Number: \_\_\_\_\_\_\_

Total Anticipated Budget for Program: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please list funding already received or expected from other sources:**

1. Departmental funding: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Co-sponsorship funding pledged or received (include names of departments):

 $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Mandatory student contribution:
Amount: $\_\_\_\_\_\_\_\_ x number of students \_\_\_ Student contribution total: $ \_\_\_\_\_\_\_\_
4. Other income you have raised: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Total from (a+b+c+d) : $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant signature: Date: email:

Advisor signature: Date: email:

**Part II**

Please describe your event or project (include any relationships with organizations external to BC):

How are participants recruited/selected/registered?

List in bullet format the expected learning outcomes for participants:

How will your organization evaluate the program?

**BUDGET DETAILS**

Provide all **applicable** budget details for the following:

Transportation total: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
*Please explain all your transportation needs, including various modes of transportation, cost per participant, if applicable):*

Housing expenses, if traveling: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
*Details:*

Meals total, if applicable: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
*Details:*

Service project materials/expenses: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
*Details:*

Team preparation or meeting expenses: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
*Details:*

TOTAL ANTICIPATED BUDGET: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(This amount should match total listed on page one)

*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\**

***Due to the ongoing challenges posed by the Covid pandemic, we anticipate that some programs or events may be forced to pivot to an adjusted plan. If you have a “contingency plan” that could be implemented in the event that it becomes necessary, please attach on a separate page a description of what that would entail and a projected budget that would be needed. If your application is approved, the funding committee will work with you on any funding adjustments that are needed as conditions develop.***