

MSEA Student Program Grant Application



The MSEA Grant was developed to provide monetary assistance to local student chapters to use, to create, or enhance existing student program activities or projects. Student chapters can receive grant awards up to \$1000. Only Local Association Presidents and UniServ Directors can apply. It is preferred if applications have a cooperative activity or project that includes members from the local association and MSEA staff.

| | | |
|---------------------------|---------------|---------------|
| Local Association: | | |
| Local President: | Phone: | Email: |
| UniServ staff: | Phone: | Email: |

| | |
|----------------------------|--------------------------|
| Title of Project: | |
| Project Start Date: | Project End Date: |

| |
|--|
| Total budget for this project: |
| What amount are you requesting from MSEA? |

| | | |
|--|---------------|---------------|
| Student Association – Please include all information requested. | | |
| College/University/Address: | | |
| Student President: | Email: | Phone: |
| Chapter Advisor: | Email: | Phone: |

| | |
|--|------------------|
| Student Program Member Associated With Activity/Project | |
| Name: | Position: |
| Phone: | Email: |

| | | |
|--|-----------------|--------------|
| Volunteers (if applicable) | | |
| Will volunteers receive college credit? (select one) | Yes | No |
| Number of student members: | Current: | Goal: |
| Number of members from local: | Current: | Goal: |

Return completed form to:

Jocelynn Jones, Organizational Specialist

Email: jjones@mseanea.org

A copy of entire application must be sent to:

Student Chapter President

Local Association President

Student Advisor

UniServ Director

Please complete the questions on the following page.

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Please provide detailed but concise information.

1. **Description:** Please describe the need in your local, community, or on your campus that the activity/project will address.
2. **Goals:** List the objectives you plan to accomplish. How will you meet your goals and determine the success of your activity/project? Objectives must have organizing elements.
3. **Activities/Timelines:** Explain what you are going to do and when. Include planning meetings as well as project activity dates. Include any training that is offered.
4. **Roles and Responsibilities:** List the principal members involved and their major responsibilities.
5. **Detailed budget:** Prepare a detailed and itemized budget.
6. **Evaluation:** How will you determine your project was a success? How well did you meet your goals? Evaluation examples may include a survey completed by participants or an analysis of how well the goals and expected results both were met.

For Office Use Only:

MSEA Student Program Manager

Date