

Community Service Learning (CSL) Mini/Midi Grant Application

**Welcome to the CSL Grant Application!**

Before you fill out the grant application, please take a few minutes to look at the scoring rubric below. The rubric breaks down the criteria for each assigned section for a total of 100 points. Please keep the rubric and the writing of SMART objectives in mind for your application. **You must complete all parts of this application unless otherwise specified as optional.**

 **CSL Grant Application Rubric:**[2023-2024 Geisel CSL Grant Application Rubric](https://dartmouth.co1.qualtrics.com/CP/File.php?F=F_4UUdha0myJy1SHc)

 If you have any questions or concerns, please e-mail Geisel.Service.Learning@dartmouth.edu. Thank you!

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**Project Title (max. 100 characters)**
 Your title should be short and informative.

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**Name of the Grant Student Leader**
 This is the person who is submitting the application.

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**E-mail of the Grant Student Leader**
 Please provide the Grant Student Leader's Dartmouth e-mail.

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**Type of Grant**
Please mark with an ‘x’ which grant you are applying for. Those who apply for but are not awarded a midi-grant will be automatically included in the pool for mini-grants.

\_\_ CSL Mini-Grant ($500)

\_\_ CSL Midi-Grant (up to $5,000)

**Requested Grant Amount**
Amounts must include a $40 (on average) poster printing fee. Mini Grant Max: $500, Midi Grant Max: $5,000. For more information on poster printing on campus, please visit the Evans Map Room at Dartmouth College website [here.](https://www.dartmouth.edu/library/maproom/printingfaq.html)

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**What other health professional students are participating in this project, including the health profession of the student grant leader? Please mark with an ‘x’ all that apply.**

\_\_\_ MD

\_\_\_ MPH

\_\_\_ Oral Health

\_\_\_ Nursing

\_\_\_ Psychology

\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Is this project interprofessional?**
Selecting "Yes" means there are at least two students representing two different professions in the student leadership for this project.

\_\_\_ Yes

\_\_\_ No

**Other Student Leaders**
List the names of other Student Leaders on this project in this format: First Name, Last Name, Profession (e.g. John Smith, Dental).

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**CSL Geisel/Dartmouth Mentor**
 Type the name and professional degree of your mentor, as well as their department.

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**CSL Mentor - E-mail**
 Please provide your CSL Geisel/Dartmouth Mentor's e-mail below:

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**Role of Mentor**
Briefly describe the role of the mentor in this project and why the mentor is a good match for this project. Only include information relevant to their role on this grant. You may include a weblink to the faculty's bio.

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**Community Partner Organization**
 List the organization(s) with whom you are partnering to carry out this project.

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**Community Partner Organization Website**
 Provide the website for the community partner organization below.

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**Project Location: City and State**
Type the names of all the municipalities (city or town name) and state where your project will be carried out.

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**Project Location: County**
 Type the names of all counties where your project will be carried out.

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**Project Start Date**
 Enter the start date for the project.

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**Project End Date**
 Enter the anticipated end date for the project.

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**Status of IRB Review \*Very few CSL projects require an IRB review; most are exempt.**
 If you are not sure, please contact[The Committee for the Protection of Human Subjects](https://www.dartmouth.edu/cphs/) at Dartmouth College to find out if your project needs to be reviewed:

\_\_\_ Does not need review

\_\_\_ Submitted; review is pending

\_\_\_ Review completed; determination made

\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Use this space to explain your IRB status**
 Optional

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**IRB Letter of Determination**
Optional: You can upload the IRB Letter of Determination for your project on the application website.

**Community Needs Assessment and Impact**
The CSL Program aims to target areas of New Hampshire, Vermont, and neighboring counties that are of the highest need.

**Community Needs Assessment**
This is your statement of the issue/problem. Describe how it has been determined there is a need for this project. You may describe the results of a needs assessment that has already been completed. If an assessment has not been done specific to this project, describe the methods you will use (e.g., focus groups, surveys, interviews, etc.) to assess the needs of your target community.

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**Zip Code(s) of your target community**

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**What do you know about the health inequities experienced by people living in this zip code?**

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**Community Impact**
 What kinds of impact do you expect to make in your target population? How will your community be engaged in this project?

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**Planning Your Intervention**
 Describe your project using the PICO (Population, Intervention, Comparison, Outcome) question used in public health. **Responses should be brief (1 sentence each).**

**Population**
State who is your target population for this project. Be specific (e.g. uninsured African American women age 40-64 years residing in Bexar County, Texas who make mammography appointments and then don't attend.)

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**Intervention**
 State your service/intervention (e.g. weekly Saturday farmer's market).

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**Comparison**
 Who is your comparison group for your intervention (e.g. peer community with similar demographic characteristics)? If you are not using a comparison group, state that. A valid comparison is pre vs post-knowledge/attitude assessment.

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**Outcome**
What is the main outcome you want to know about (e.g. self-report consumption of fruits and vegetables)?

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 **Logic Model**
 Optional: You can upload a logic model of your project to help reviews better understand the intended impact on the application website.

**Objectives**
 We recommend you first review this handout about SMART objectives, see [here](https://dartmouth.co1.qualtrics.com/CP/File.php?F=F_eaJvkCKbXxrUc8m).

**Healthy People 2030 Topic and Objective Addressed**
 Your overall project goal should be aligned with Healthy People 2030, the nation's objectives for improving the health of all Americans that is established for each decade. You can read about the Healthy People topics and objectives [here](https://health.gov/healthypeople). Please list 1 topic and 1 objective under that topic that your project will address. Example: "Topic: Family Planning. Objective FP-8 Reduce pregnancy rates among adolescent females."

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**Measurable (SMART) Objective 1**
 Write the first measurable objective your proposed project will address. Your project's objectives should be written in the SMART format. For an easy-to-use template for writing SMART objectives, click [here](https://dartmouth.co1.qualtrics.com/CP/File.php?F=F_9yOLGnU9VkVbIto).

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**Measurable (SMART) Objective 2**
 Write the second measurable objective your proposed project will address. Your project's objectives should be written in the SMART format. For an easy-to-use template for writing SMART objectives, click [here](https://dartmouth.co1.qualtrics.com/CP/File.php?F=F_73eecWBIZgMrVoG).

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**Additional Measurable Objectives**
 You may write additional SMART objective as relevant to your project.

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 **Project Details**

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**Project Summary (max. 2000 characters)**
 Provide a brief, stand-alone summary of the project, as if you were describing it to a faculty member who does not know anything about it. Briefly describe why you are doing this project, how it is based on a community-identified need, what you will be doing (the service, intervention, etc.), the target population, and when you will be doing it (the frequency and duration of the intervention).

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 **Number of Community Beneficiaries**
 What is the projected number of people you will reach through this project?

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**Timeline**
 Highlight important milestones in your project (when are you conducting the needs assessment, preparing for your project, conducting the service/intervention, data analysis, poster presentation, presentation of results, etc.)

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**Preparation by Students**
 Describe how the student team will be prepared for this service. Be specific. This may include coursework, training, orientation by the community organization, etc.

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**Monitoring and Evaluation**

**Evaluation Plan**
 Briefly describe what evaluation tools (i.e. pre/post test, survey, data analysis, etc.) you will use to measure your objectives and determine the effectiveness of the proposed service project.

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**Evaluation Tool(s)**
 Optional: You may upload your evaluation tool (survey, etc.)

**Reflection**

**Reflection**
 Describe the mechanism you will use for reflection (e.g. journaling, blogging, regular meetings) and the manner in which your Project Mentor will engage with you in the reflection process.

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**Future Plans**

**Presentation to Community**
 Describe how and when you will present the project results to your community partner (e.g. presentation at a community meeting, board meeting, city council, etc.) You may also describe here plans to present your findings at scholarly venues, like academic conferences.

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**Sustainability**
 Describe the plan for keeping this project going at your community site after you leave. Will you recruit future students to take over the project? Will the community organization be able to run and fund the project independently?

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**References**

**Works Cited**
 List your references cited in your application.

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**Budget**
 Download the budget template [here](https://dartmouth.co1.qualtrics.com/CP/File.php?F=F_6lmMSBHtvFzU7Yi).
 Please upload your completed budget on the CSL Mini/Midi Grant website.

**Budget Justification**
Use this section to describe why you need each budgeted item to complete your project. For example, if you had itemized 2 voice recorders at $50 each in the budget, here you would state, "2 voice recorders are needed because..." Explain how any purchased equipment will be handled- who is responsible for maintaining it, where will it be stored, etc. Describe any items for this project that will be provided in-kind and therefore not itemized above.

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**Letters of Support to Upload**
You can provide the following sample as an example of a Letter of Support to your faculty mentor and community partner. Please see the Sample Letter of Support [here](https://dartmouth.co1.qualtrics.com/CP/File.php?F=F_cISPYNGp6xvzM7s).

**Letter of Support from Your Geisel Mentor**
The letter should be on the official letterhead of your mentor and contain a scanned or official Geisel electronic signature. Please upload the Letter of Support **as a PDF** on the CSL Mini/Midi Grant website.

**Letter of Support from Your Community Partner**
The letter should be on the official letterhead of the community partner and contain a scanned signature. Please upload the Letter of Support **as a PDF** on the CSL Mini/Midi Grant website.

**Conditions**
Your grant application will next be routed to your faculty mentor, who must review and approve the application before it is accepted.

**Additional Comments**
Do you have any additional comments you’d like to mention? Please include them below.

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**Acknowledgment of Grant Requirements**
By typing my name below, I agree to sign an agreement that I will comply with the following conditions if awarded a grant: Upon receiving my award, I will meet with the Director of Community Service Learning to go over the grant requirements. If awarded a grant, my project funds will be distributed to me via my faculty mentor. I will maintain and document regular contact with my mentor throughout my project duration. I will submit my initial and final project reports through the online system by the dates that will be specified. I will submit an abstract and a poster for inclusion in the Annual Community Service Learning Conference, according to the guidelines released each year. I will attend the Annual Community Service Learning Conference, according to the guidelines released each year.

Applicant Name: