

Meinig Family Cornell National Scholars Leadership Project Guidelines & Funding Application

Each Meinig Scholar has access to a support account that allows for the purchase of supplies related to the implementation of an approved leadership project.

FUNDING GUIDELINES

Common project elements include:

- Applying leadership skills or learning more about leadership as a result of the project.
- Offering some type of long-term benefit for the project partner.
- Experiential (hands-on, active) learning related to leadership.

Please read carefully. Questions and this funding application should be directed to a member of The Cornell Commitment staff before any purchase or commitment of funds is made. Funding will be provided as REIMBURSEMENT for costs associated with approved projects.

- Applicants must be enrolled as undergraduates at Cornell University and members of MFCNS in good standing at the time of application and for the duration of the project.
- Meinig Scholars requesting funding must play an integral role in the planning and implementation of the project.
- Funds may be used to cover expenses associated with project implementation such as materials, space rental, and food and beverages for participants of the project. Any unused materials that remain at the end of the project should be donated to the partnering organization, if applicable.
- In most instances, the Cornell Commitment requires collaboration with a university-affiliated entity or a community agency for all projects. An endorsement form from all affiliated organizations is required.
- MFCNS must be acknowledged on all promotional materials related to the project.
- The maximum amount for project funding is \$500/semester.
- Pre-approval is required for all requests. The Cornell Commitment retains the right to deny any request, especially those that were not pre-approved, or those that present expenses that are not deemed permissible.
- At the conclusion of the project, or at the end of each semester if the project is on-going, original receipts, a detailed expense report, and project write-up are required *before* reimbursement will occur.

RESTRICTIONS

The following are not eligible for funding:

- A project that aims to convert others to a particular religious belief or political party.
- A project that is a required part of the curriculum and/or is associated with academic credit.
- Any project for which participating students will receive wages, salaries, or a stipend. All projects must be voluntary.
- On-going costs for an organization or event (i.e., Big Red Relief, REACH), the purchase of capital items (equipment, computers); or any other item deemed as co-sponsorship with an already established organization or event.
- Gifts, donations, honoraria, or stipend for those invited to speak or participate in the project.
- Fund-raising events such as Relay for Life, Tour de Cure, or Ride for Life.

WRITE UP GUIDELINES

The project write-up should include an accurate accounting of expenses with receipts; details of the experience; how goals/objectives were met (or not and why); what went well; what you would do differently if you did this project again; what you learned; how your skills influenced the outcome of the project; and the impact on the community/ population being served.

QUESTIONS

If you have questions about your intended project, please contact a Commitment staff member at 607-255-8595. The office is open 9:00am - 4:30pm M - F.

MFCNS PROJECT FUNDING APPLICATION

STUDENT INFORMATION

Name Class Year Email
Local Address Telephone

PART I - PROJECT PARTNER(S)/BENEFICIARY(IES)

PRIMARY Contact Department
Address Telephone
Population being served Email
Area of Focus

Other Area of Focus

PART II - PROJECT DETAILS

Start Date End Date Number of people organizing project
Describe the project including key activities and intended outcomes.

Why is this project important to you, the population being served, and/or the project partner? How does this project allow you to learn and/or apply your leadership skills?

How will The Cornell Commitment be recognized for contributing to this project?

Other (please specify)

I certify that the information I have provided in this application is true and accurate. I understand the parameters of this grant and what can and cannot be funded. I will notify the Commitment office before terminating a project or ending a collaboration with a project partner. I will comply with all post-project documentation, including providing an evaluation and an accounting of project expenses.

Student Signature: _____ Date: _____

MFCNS PROJECT BUDGET ESTIMATE

PART III - BUDGET and INCOME

Be as detailed as possible in your budget estimate. Items that may be included are project supplies (such as plants, and teaching or art supplies), food for participants and project facilitators, transportation for participants, marketing and advertising, inexpensive prizes for participants, rental space, etc.

If you are uncertain whether an item is permissible, please check with Commitment staff.

	# of anticipated participants <input style="width: 60px;" type="text"/>		
	Project Expense	Cost	Item is Donated*
Item 1	<input style="width: 580px;" type="text"/>	\$ <input style="width: 50px;" type="text"/>	<input type="checkbox"/>
Item 2	<input style="width: 580px;" type="text"/>	\$ <input style="width: 50px;" type="text"/>	<input type="checkbox"/>
Item 3	<input style="width: 580px;" type="text"/>	\$ <input style="width: 50px;" type="text"/>	<input type="checkbox"/>
Item 4	<input style="width: 580px;" type="text"/>	\$ <input style="width: 50px;" type="text"/>	<input type="checkbox"/>
Item 5	<input style="width: 580px;" type="text"/>	\$ <input style="width: 50px;" type="text"/>	<input type="checkbox"/>
Item 6	<input style="width: 580px;" type="text"/>	\$ <input style="width: 50px;" type="text"/>	<input type="checkbox"/>
Item 7	<input style="width: 580px;" type="text"/>	\$ <input style="width: 50px;" type="text"/>	<input type="checkbox"/>
Item 8	<input style="width: 580px;" type="text"/>	\$ <input style="width: 50px;" type="text"/>	<input type="checkbox"/>
Item 9	<input style="width: 580px;" type="text"/>	\$ <input style="width: 50px;" type="text"/>	<input type="checkbox"/>
Item 10	<input style="width: 580px;" type="text"/>	\$ <input style="width: 50px;" type="text"/>	<input type="checkbox"/>
Total estimated expenses:		\$ _____	
Total contributions from other sources:		\$ _____	
Total requested from MFCNS:		\$ _____	

*Donations made by (Organization, Contact)

Budget Notes

Meinig Family Cornell National Scholars Endorsement Form

TO THE STUDENT: This endorsement form is to be completed by a collaborating university-affiliated entity or community agency. Ideally, this would come from the entity benefiting from or staff collaborating on this project.

TO THE COLLABORATING ENTITY/AGENCY: Meinig Family Cornell National Scholars (MFCNS) recognizes students who exemplify Cornell's commitment to leadership and academic excellence. Thank you for collaborating with this student. This document ensures that The Cornell Commitment Office and your organization are in agreement regarding the description and purpose of the proposed project, its duration, and cost/funding responsibilities.

Student	Project Dates
PRIMARY PROJECT PARTNER	
Organization	Contact
Mailing Address	Title
Telephone	Email

To be completed by the PRIMARY PROJECT PARTNER CONTACT

I have reviewed and approve of the proposed budget. The budget reflects project costs to the best of my knowledge.

I agree to acknowledge Cornell University and MFCNS in all promotional materials for this project.

Indicate who the PRIMARY beneficiary of this project is.

Briefly state the purpose of the project and the intended outcomes, as you understand them.

Please complete this form, print, sign and return to the student or to:
The Office of The Cornell Commitment
Attn: MFCNS Director
300 Kennedy Hall,
Ithaca NY 14853

PRIMARY CONTACT Signature

Date