# Douglass Cater Society of Junior Fellows Information and instructions for filling the Grant Application Form

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Named for journalist, educator and twenty-first president of Washington College Douglass Cater, the Cater Society of Junior Fellows was founded in 1992. The Society was intended "to create a collegium of students motivated to reach beyond classroom performance," both by "supporting internships or other projects individually designed by them" and fostering a "companionship of learning," "limited only by the imagination."

The Society funds experiential learning outside the classroom through competitive grants. Grant applications are ordinarily processed twice per academic year, in the Fall and Spring semesters. Members should abide by the deadlines for such applications. In special cases where a decision is needed early for a substantial project, the Curator may entertain grant proposals submitted earlier or later than the deadline.

The Society meets regularly to hear reports from those members who have carried out the kind of projects outlined above. All grant recipients are required to submit proper financial records, and they are required to make a presentation of their work to the Society. Grant recipients are required also to submit written reports of their work and are encouraged to submit their reports for publication in journals and magazines published in and outside the College.

 **Guidelines and Requirements for Grant Applications**

1. Grants are awarded through a competitive process to members of CSJF in good standing while enrolled at Washington College.
2. Members are eligible to apply for grants over a maximum time of FIVE semesters including the current semester and the one in which they were admitted to the Society. All work must be completed and reported prior to graduation.
3. The project should provide an experience that extends the applicant’s learning away from and beyond whatever could be acquired in a classroom. Novelty and originality of idea and project, and evidence of enterprise in preparation and in seeking out learning opportunities are assets. The project must not involve actions that are illegal or dangerous, or which violate community standards of decency.
4. The ability, training, and motivation of the applicant should be of a standard sufficient for her/him to complete the project in the specified time frame.
5. Grant proposals are evaluated by the Curator in consultation with the CSJF Advisory Council and are subject to the availability of funds over the entire academic year. Preference may be given to first time applicants and to those with prior grants who have a history of successfully completing projects.
6. Grants should ordinarily be submitted by the published due date. In special circumstances e.g. where there are time constraints that require an early decision, the Curator may accept applications before or after the due date.
7. Grants are not meant to cover tuition for credit-bearing coursework. Grants may not be given for projects that would be completed after a student is no longer enrolled or has graduated**. A grant recipient is obligated to write a report and make an oral presentation to the Society.**

**Application Checklist**

Be sure to

1. Complete and sign the Grant Application Form for the current semester. Use a word processor to fill out the form, and print your documents on a laser printer for clarity.
2. Attach a justification of your budget.
3. Obtain the endorsement of a full-time faculty member who knows you well and can attest to the soundness of your project and your abilities to complete it.

**Submit ONE signed hard copy by hand to the CSJF Secretary, Bari Lynne Kersey, before the published due date.**

# Douglass Cater Society of Junior Fellows Grant Application Form

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| Contact Information |
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| Date of Application |  |
| Student ID Number |  |
| Name |  |
| Post Box No. |  |
| Campus Address |  |
| Campus Phone |  |
| E-Mail Address |  |

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| Academic Information |
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| Class (indicate SO, JR, SR)  |  |
| Major(s) and Minor(s) |  |
| Academic Advisor |  |
| Including this semester and the one in which you were admitted, for how many semesters have you been a member of CSJF? |  |
| Expected Date of Graduation |  |

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| Project Information |
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| Title of Project |  |
| Project Location |  |
| Project Supervisor’s Name (if known) |  |
| Total Amount Requested |  |
| Start and End Dates of Project |  |

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| CSJF Use only |
|  |
| Approval Status |  |
| Amount Allocated |  |
| Comments |  |
| Curator’s Signature |  |

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| Project Description |
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| Section 1: Give a short overview of your project. What are the goals, and what specific research or exploratory questions do you expect to answer? Have you received a grant from SJF in the past? Give a timeline/schedule for your project. What are the likely outcomes of this work? |
| Section 2: How did you develop an interest in this project? What preliminary work have you done? How have your prepared yourself for this task? What aspects of your background are relevant? You may use as much space as you need.  |
| Section 3: How is this project relevant in the context of an education in the liberal arts? How does it enrich your learning experience? How does it benefit you, the CSJF, and Washington College? What knowledge will you bring back and share with the community? |
| Section 4: What intellectual risks are you taking? Is there a possibility that the project will be unsuccessful? Explain your statements. You may use as much space as you need. |
| Section 5: Who is supervising your project? Give the name and contact information of your supervisor on site, if any.  |
| Section 6: Are there any aspects of the project that could be dangerous, illegal, or potentially violate community standards of decency? Please explain. [*At no time are you to endanger yourself or others, take any unnecessary risks, or infringe any laws.*] |
| Section 7: Do you have supplemental funding (from relatives, foundations, scholarships other grants etc.?) If so, please list the sources and amounts. |
| Section 8: Will you be enrolled in a credit-bearing college course while working on this project? If so, please list the course(s) and institution where you will be enrolled.  |

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| Budget |
| **On a separate sheet please give explanations that** **explain and justify each** l**ine** of your budget in the space below. Under “other” please include one-time and long-term expenses that are not in the other categories. |
|  |
| 1. Travel (itemize)
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| 1. Board and Lodging (itemize)
 |  |
| 1. Ground Transportation (use $0.51 per mile for personal vehicle)
 |  |
| 1. Equipment (only equipment that is necessary)
 |  |
| 1. Fees (registration, other fees)
 |  |
| 1. Other (justify)
 |  |
| Total |  |

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| --- |
| Faculty Endorsement |

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| Before signing below, please review your thoughts and state any involvement with this project. Do you have any concerns regarding this project? Is this student prepared for this project? Does he/she have a viable question and plan to conduct the research? If you wish, you may also communicate with the curator by email in addition to providing your signature and comments below.I am familiar with this proposal and to the best of my knowledge this student applicant is capable of completing this project in the time frame indicated.  |
|  |
| Name (printed) |  |
| Signature |  |
| Date |  |

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| Student Agreement and Signature |
| By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I receive a grant I am obliged to make both an oral report to the members of the Cater Society of Junior Fellows and a written report to the Curator. The latter must include an accounting of how all the grant monies were spent along with receipts. I understand that I am responsible for paying any applicable taxes on the grant received. If for any reason I cannot fulfill the terms of this project I will fully refund the entire grant amount that I receive. |
|  |
| Name (printed) |  |
| Signature |  |
| Date |  |