

For Freshmen Service Experience participants to continue serving at their FSE sites, the Eagle Endowment for Public and Community Service is pleased to offer...

**The 4<sup>th</sup> Annual  
Freshman Service Experience  
Award Application**



**Summer 2009**

*My participation in community service did not end on the last day of FSE my freshmen year; it actually began that week and continues to grow..*

Jennifer Arboleda  
FSE Leader

## Background Information

The Eagle Endowment is pleased to be offering the Freshmen Service Experience for the continuation of service at an FSE site. We hope that through our grant, your ideas and innovations can be put into action at your FSE site. We understand that you've spent days learning the accomplishments and challenges of your site and hope that with this award you are able to supplement an existing program or partner with the site to start something new.

Examples from the past include one day service initiatives such as painting murals at the site, doing ground work and planting gardening. Other students went back to continue volunteering in after school centers, bringing with them new supplies and programs

The Eagle Endowment highly encourages both groups and individual students to apply for funding.

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## Instructions for Applicants

- ❑ Applications for the Annual Freshmen Service Experience Award are due by 5:00pm on September 4, 2009. Applicants are to offer information on the logistics of their service project and information about the FSE site.
- ❑ Formatting rules that must be followed for consideration:
  - Approximately of 500 words, NOT including appendices or cover page
  - Application must include a written letter of recommendation/ reference from a member of the FSE site. This can be faxed (202-885-1554) , emailed ([eagleendowment@american.edu](mailto:eagleendowment@american.edu)) or attached to the application but must be received by 5pm on September 4, 2009.
  - Applicants must use the cover page provided and attach it to the front of the application
  - 12 point Times New Roman font and 1 inch margins
  - **Edit your document for spelling and grammar errors.**
- ❑ Submit 1 copy of the application via email to [eagleendowment@american.edu](mailto:eagleendowment@american.edu) and 1 unstapled hard copy to the Eagle Endowment mailbox, Mary Graydon Center 273, the Community Service Center **by 5pm on September 4, 2009**.
- ❑ After the Grants Committee has reviewed applications, applicants will be contacted to be interviewed during the week of September 14-16. This interview will supplement your written application, clarifying any questions remaining and ensuring your commitment to your project.

## Deadlines and Important Dates

### **APPLICATION IS AVAILABLE**

**August 17, 2009**

Applications will be posted on the website, [www.american.edu/volunteer](http://www.american.edu/volunteer).

### **APPLICATION DEADLINE**

**September 4, 2009**

Applications for the Freshmen Service Experience Awards are due no later than September 4<sup>th</sup>. One copy is to be emailed to the [eagleendowment@american.edu](mailto:eagleendowment@american.edu) and one unstapled hard copy is to be deposited in the Eagle Endowment Mailbox, Mary Graydon 273, the Community Service Center, by 5:00pm.

### **APPLICATIONS SENT TO BE REVIEWED**

**September 8, 2009**

### **GRANT REVIEW COMMITTEE INTERVIEWS**

**September 14-16, 2009**

The Grant Review Committee will interview each applicant to clarify any questions remaining from the application and gain assurance that the applicant is committed to his or her project.

### **REVIEW COMMITTEE MEETING**

The Grant Review Committee meets to discuss grant applications and present final recommendations to the Executive Director.

### **ALL APPLICANTS NOTIFIED**

**September 18, 2009**

All applicants will be notified of their status no later than September 14th.

## Proposal Format

Please use the following outline to structure your application which will be reviewed by Eagle Endowment members and FSE Coordinators. Your responses need not be perfect, but we do want to ensure that you have invested some careful time and attention to thinking through the important planning elements.

Don't panic! Even if you've never organized an activity before, we want to hear about your idea. If your proposal is accepted, we will work with you to set your budget and timelines as needed, as well as to create a more detailed project outline. We can also provide technical assistance to help transform your idea into action... and action into service.

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### I. Summary: (approx. 150 words)

Please briefly describe why you are applying for this award. What motivated you to apply and how do you think the award will enable you to create a positive impact at your FSE site. Things to consider: What service did you engage in at your site during FSE? What have you learned from your experience at this site (i.e. about DC, nonprofits, a social issue) HINT: It may be easier to write this part last!

### II. Needs Assessment: (approx. 100 words)

- a. Clear, concise, well-supported statement of the problem/issue to be addressed using the grant funding.
- b. Make a clear statement or case of need...how you have investigated that need? and how your proposal addresses the need?
- c. HINT: How did you realize a need for this project? And how are you helping the situation? You should have spoken to the site about this and may reference such conversations.

### III. Project Idea and Objectives: (max. 250 words)

- Detailed description of your service project
  - What do you plan to do for service?
  - Who will benefit from this project? How will they benefit?
  - How much money do you need? How will that money be used? (tools, supplies, or resources)
  - Will you be the only person serving or will you engage others?
- Schedule of how you will complete this service? (we understand that this may change)
  - Number of hours needed
  - When will you serve? (will it be continuous throughout the semester or single day service initiatives?)
- The site should provide a letter of support for the project. Please be sure the letter is signed and includes contact information for your site contact.
- Any additional information that will support your application

*The Freshmen Service Experience Award is unique in that the application only requires you to propose potential idea that will be fleshed out and solidified upon receiving the award. What we are looking for in the proposal is that you have thoroughly thought through the project and are committed to service. We require that you have spoken to the site and provide written support from a member of your FSE site that shows collaboration. Please use this proposal to present a variety of potential ideas that together can be narrowed down to attainable and impactful service.*

COVER SHEET  
**Eagle Endowment**  
**Freshmen Service Experience Award**

**Project Title/Name:**

**FSE Group:** (list any/ all group members participating)

**Primary Contact:**

Name:

In-session phone:

Email address:

**The Mission Statement of the Freshman Service Experience Site**

**Abstract/Summary of the service project:** (2-3 sentences that describe your project)

**Administrative Use:**

\_\_\_\_\_ Received Application  
\_\_\_\_\_ Received Letter of Support from FSE site  
\_\_\_\_\_ Copied and Filed  
\_\_\_\_\_ Approval Status