

## **Ignite Project Fellowship Application Guidelines & Tips**

Thank you for considering the possibility of applying for Ignite funding. The Ignite Fund was established to provide financial support for student-initiated entrepreneurial projects, student research projects, and travel to present at research conferences.

As you go through the process of writing this application, please know assistance is available from the J.D. Power Center staff. **Before you apply for Ignite funding to support a student-initiated project, please stop by the J.D. Power Center (3<sup>rd</sup> Floor of Smith Hall) or contact [jdpowercenter@holycross.edu](mailto:jdpowercenter@holycross.edu) for further information.** The J.D. Power Center staff is committed to working with students to develop successful proposals. We will read drafts and work closely with you to write a proposal that adequately reflects your goals. Below are some guidelines and tips to help you know what to expect in the application process.

### *Application*

The “Personal Statement” section of the application should describe how your engagement with the proposed project fits with your academic and vocational interests.

The “Project Description” section of the application should provide details about the project you plan to implement including:

- A clear description of the problem or issue you will be addressing,
- Goals for the project (including your own anticipated learning goals)
- A plan for developing a sustainable project that can live beyond this funding
- A sense that you have consulted with advisors, community partners, and potential associates, who can help you bring the project to life
- Any documentation you can provide that demonstrates your work on these details
- An explanation of your qualifications to do this work

The “Use of Funds” and “Proposed budget sections of the application should include a detailed budget, itemizing all expenses you expect to incur and a description of how the proposed expenses will help you complete your project. Projects should request adequate funds— do not under-estimate your funding needs. Guidelines and a listing of acceptable travel expenses are briefly outlined in the application. Additional, more detailed guidelines will be sent to students after proposals are accepted.

### *Final Report*

Accepted proposals will be required to complete a required final reflective assignment after the project is completed.

### *Selection Criteria*

- The selection committee would like to see projects that have a long-term impact—that is, projects that either result in ongoing operations or that make a clear and lasting impact on the broader public (locally, statewide, nationally, or globally).
- All grants are awarded for a six-month period (beginning with the date noted on your award letter), unless otherwise noted. Please aim for this timeframe in your proposal.
- An accurate and detailed budget is essential to a successful proposal—do not underestimate your funding needs! Consult with the J.D. Power Center to develop an effective budget if needed.
- Projects that demonstrate an awareness of resources for support, advice, and partnership development are encouraged. For instance, if you are proposing an on-campus project, consult with relevant offices and stakeholders who can work with you. If you intend to start a non-profit or a business, consider the kind of legal and financial advice you might need. If your project requires technical expertise, can you identify sources that can help you solidify that expertise? Again, the J.D. Power Center can provide advice and contacts to help you identify the kind of support you might need.
- Clearly articulate why you think your project will be successfully implemented. Have you seen similar projects? Have you demonstrated success in relevant endeavors? Do you have distinctive forms of expertise or support? Please provide concrete evidence of your reasons for believing you will succeed (knowing that the J.D. Power Center staff is here to support you if needed).
- Projects do not need to fit with your major or your future plans. However, proposals should demonstrate a connection to your overall trajectory through the College and how the project would benefit your growth.
- Smaller projects are no more likely to be funded than larger ones. In most cases, proposals for project-based learning fellowships should be for no more than \$5,000.

### *College Policies*

No proposal that violates College policy can be supported. Please see some potentially relevant college policies at the links below.

Human Subjects Research:

<http://www.holycross.edu/office-sponsored-research/office-sponsored-research/research-responsibilitycompliance/human-subjects-research>

Protection of Children:

[https://www.holycross.edu/sites/default/files/files/riskcompliancelegal/policy\\_and\\_procedure\\_policy\\_for\\_the\\_protection\\_of\\_children\\_1.pdf](https://www.holycross.edu/sites/default/files/files/riskcompliancelegal/policy_and_procedure_policy_for_the_protection_of_children_1.pdf)).

Travel Expense Reimbursement (If your project involves travel, detailed information will be shared with you upon proposal acceptance):

[https://www.holycross.edu/sites/default/files/files/policyprocedure/adminfinance/340000-002financial-employeeetravelandexpense\\_policy\\_0.pdf](https://www.holycross.edu/sites/default/files/files/policyprocedure/adminfinance/340000-002financial-employeeetravelandexpense_policy_0.pdf)

### *Other Resources*

There are a few other related campus resources that you may find relevant as you develop plans including:

- The Marshall Memorial Fund provides financial support for projects that simultaneously support student learning at Holy Cross and the people of Worcester. Learn more through the Donelan Office of Community-Based Learning.
- If you're interested in learning how to develop a business plan or a non-profit, consider attending one of the pre-business programs operated by the Ciocca Office of Entrepreneurial Studies, or the Non-Profit Careers Conference.
- If you want to gain further professional experience, consider completing an internship through the J.D. Power Center or the Center for Career Development.