 **Application for Marshall Memorial Fund Grant***Through a bequest of James J. Marshall and Ellen O'Connor Marshall, the College has established a fund to encourage the creative and intellectual involvement of students and faculty with the Worcester Community in order to enhance the quality of life in Worcester and build closer ties between the College and the community. Financial support is available on a competitive basis for service, research, and community-based learning projects that are of academic benefit to Holy Cross students and/or faculty and of benefit to the people of Worcester.*

**Name of Applicant: Major/Department:
P.O. Box: Phone: E-Mail:

Section A - Description of the Project**.
This section should present the rationale behind the proposal and state how the project will benefit the Worcester community while simultaneously being of educational/scholarly value. If you are a student, indicate briefly the ways in which your request relates to or supports an academic program (e.g. your major, minor, concentration, honors thesis, a course you are taking, etc.).

**Section B - Project Plan**.
Please provide details of the manner by which the proposal’s goals will be met (i.e., timeline, equipment/supplies needed, people/organizations involved, etc.). If you are working directly with a community-based organization, please indicate who you have spoken to within the organization about the project/grant and briefly describe the agency’s response.

**Section C- Proposed Budget.**
*In all categories, please provide itemized details of expenses. Please obtain quotes from vendors when necessary.*

|  |  |
| --- | --- |
| **Category of Support** | **Amount** |
| Supplies & Equipment  | **$** |
| Mileage/Travel Expenses. The Donelan Office can assist with accessing Holy Cross vans (limited to Holy Cross students and employees) for your local transportation needs and, therefore, local travel expenses typically should not be listed.  | **$** |
| Food  | **$** |
| Other Expenses | **$** |
| Total Expenses | **$** |
| **Total Requested from the Marshall Memorial Fund (not to exceed $1000).** | **$** |
| Potential Financial Support from Other Sources *(Please list sources):* | **$** |

**Section D- Reporting/Reimbursement Plans.**

Please note that grant recipients will generally be required to initially provide funding. All expenses will be reimbursed to the grant applicant after submission of a brief project summary with receipts and photos detailing how funds were spent. The summary should include a brief reflection on what was learned through the experience and how this learning connects to your academic experiences at Holy Cross. Reimbursement requests must be submitted by **May 11, 2018** or funds will no longer be available. **Please submit an outline below of your plans for completing these reporting requirements.**

**Section E- Statement of Support.**If you are a student, solicit a brief statement of support from a community partner or faculty member familiar with you and your project. This letter should include an assessment of how well the project fits with the Marshall Fund goals as well as an assessment of whether the project plans seem feasible as outlined.

*Applications and all supporting materials should be submitted electronically to the Donelan Office of Community-Based Learning (communitybasedlearning@holycross.edu****) by February 14, 2018.***