![Community_Values_Logo[1].jpg]()

Office of Citizenship and

Community Standards

Application for

Community Values Grant

Guidelines for Applying for an OCCS Community Values Grant

The Office of Citizenship and Community Service is pleased to offer the Community Values Grant to students or student organizations that share the office’s goal in making Truman State University a better community for students, faculty and staff. The OCCS community values are as follows:

*A Purposeful Community . . .*An educationally purposeful public liberal arts community, a place where faculty, staff, and students share the goal of developing mature men and women who pursue academic and personal excellence and work together to strengthen teaching and learning on campus.

*An Inclusive Community . . .* a place where freedom of expression is protected, where civility is powerfully affirmed, and where individuals with different values, ideas, beliefs, and life experiences are accepted and respected by creating and maintaining effective communication and dialogue.

*A Just Community* . . . a place where the sanctity of each person is valued, where diversity is aggressively pursued and appreciated, and where the rights of all members of the community are honored.

*A Caring Community* . . . a place where the well being of each member is sensitively supported and affirmed, and service to others is encouraged.

*A Responsible Community* . . .a place where individuals accept their responsibilities to others by behaving in ways which are ethical, honest, equitable, trustworthy, civil, and respectful and where well-defined governance procedures guide behavior, balancing individual freedom with communal good.

*A Celebrative Community . . .*one in which the heritage and spirit of the institution is an on-going celebration, where traditions, innovations, and accomplishments are affirmed, and where faculty, staff, and students seek out and create opportunities to enrich and define Truman.

**Things To Know Before Applying:**

* Applications will be accepted on a rolling basis.
* Programs receiving grant money must be open to all Truman students, faculty and staff.
* Programs receiving grant money must be hosted on the campus of Truman State University (exceptions may be made in the case of community service).
* All publication for programs receiving OCCS Grant funding must include the Office of Citizenship and Community Standards Logo.
* Funding will not be granted to purchase personal items, such as giveaways or prizes.
* Funding will not be granted to assist individual student internships or study abroad programs.
* Students or student organizations that fail to use funding for the purposes allocated by the OCCS Grant committee will be subject to charges of violating the Student Conduct Code.
* Any students or student groups (i.e. committees) affiliated with the OCCS in any way are not eligible to receive grant funding.

**Amount of Funding:**

* The OCCS offers grants up to $2000 per semester for an individual student or student organization per semester.
* Due to limitations in funding, every application will be screened for basic criteria upon submission.
* The OCCS Grant Committee (i.e. the University Conduct Board) has the authority to determine the final amount of the grant awarded and to allocate how funds should be used.
* The OCCS Grant Committee reserves the right to deny funding to any request.

**The Funding Process:**

1. **Application**

Applications will be screened for basic criteria upon submission. Not every application is guaranteed a hearing.

1. **Hearing**In order to fully understand your event/program, the OCCS Grant Committee will conduct hearings for each selected student or student organization that applies for a grant. This is an opportunity for representatives to explain why the event/program deserves funding from the University. If selected for a hearing, you will be contacted to set up a date and time for a hearing. Be prepared to answer the following questions:
* How will your event/program benefit the Truman community?
* What is your organization’s motivation for conducting this event?
* How will you successfully conduct your event or program?
* Do you have a location and date(s) for your event or program?
* What is the expected attendance to your event or program?
* What other sources of funding do you have?
* What fundraising capabilities do you have?
1. **Deliberations and Notification of Funding**

After the revision period, the OCCS Grant Committee will deliberate and determine the amount and allocation of grant funds. You will be contacted within two weeks about the status of your funding.



**OCCS Grant Application**

**General Information**

Name/Organization Name:
Advisor:
Contact Person:
Email Address:
School Address:
Phone Number (cell):

**Event Description**

Please respond with as much detail as possible to the following questions about your event, project, etc. The more detail we receive, the better we can evaluate your event. Feel free to attach an additional sheet if necessary.

What is your event/ project? What community value of the OCCS does your project/event fit into? Explain in as much detail as possible.

What is your motivation for developing this event/project?

Outline the steps you have taken and will take to make your event/project a reality.

**Estimated Costs**

In order to insure the fairness of organizations receiving grants, we would like to know the estimated total cost for your project. Please give us the estimated costs of each category for your event/project below. Do your research and please be as accurate as possible.

**Contractual and Honorarium**

This category includes any type of performance fee associated with bringing a person or persons to campus for the event/project. The honorarium is the speaker or performer’s fee. Under travel expenses, be sure to include the mode(s) of transportation. For lodging expenses, please list the name of the hotel, the rate and the number of nights.

*Honorarium:* $ \_\_\_\_\_\_\_\_\_\_
Description:

*Travel Expense:* $ \_\_\_\_\_\_\_\_\_\_

Description:

*Lodging Expense:* $ \_\_\_\_\_\_\_\_\_\_

Description:

*Total Contractual and Honorarium Expenses:* $ \_\_\_\_\_\_\_\_\_\_

**Facility Expenses**

This category includes expenses incurred for facilities, materials, and equipment for the event.

*Equipment:* $ \_\_\_\_\_\_\_\_\_\_
Description:

*Food:* $ \_\_\_\_\_\_\_\_\_\_

Description:

*Facilities:* $ \_\_\_\_\_\_\_\_\_\_

Description:

*Total Facilities Expenses:* $ \_\_\_\_\_\_\_\_\_\_

**Publicity Expenses**

It is very important that you publicize your event/project on campus through posters, table tents and University Printing Services. However, we also highly encourage you to be creative and utilize free publicity outlets as well (TruView announcements, the Truman Today, Facebook, etc.)

*Poster:* $ \_\_\_\_\_\_\_\_\_\_

Description:

*Other Publicity Expense:* $ \_\_\_\_\_\_\_\_\_\_

Description:

*Total Publicity Expenses:* $ \_\_\_\_\_\_\_\_\_\_

**Other Expenses**

Please tell us about any other costs that do not fall into any other categories.

*Total Other Expenses:* $ \_\_\_\_\_\_\_\_\_\_

Description:

**Additional Funding**
Please be specific about other sources of funding you are receiving for this event (ex: FAC funding) and how that funding is being used.

Funding Source:
Amount: $ \_\_\_\_\_\_\_\_\_\_\_
Use:

Funding Source:
Amount: $ \_\_\_\_\_\_\_\_\_\_
Use:

**Additional Information**

Please feel free to attach any additional information you believe pertinent to our decision.

**If you have questions or concerns regarding this application, please contact the Office of Citizenship and Community Service at occs@truman.edu or 660.785.4111. The office located in SUB 1110.**