

Application Process: Requirements and Suggestions

Develop Your Project Ideas Develop your project ideas. Discuss your project with as many resource people as possible, including your proposed agency supervisor or community partners, faculty advisors, and other students. Make an appointment to discuss your idea with Deb Kardon-Brown, Assistant Director for Student Programs, or other Lang Center staff as appropriate.

Develop Your Budget Applicants must provide documentation for budgeted costs to be covered by the Foundation. Student applicants whose budgets include living expenses (summer only) should provide documentation of living costs for the geographic locale where the project is to be conducted. Living expenses (food, rent, utilities, phone, local commute) should not exceed \$185.00 per week. The Swarthmore Foundation will not support travel, but will support local commuting expenses, from your place of residence to the service site(s).

Collaboration and Joint Applications Individuals who wish to collaborate with other members of the Swarthmore community on a service project may submit a joint application. Each member of a joint application must complete a separate cover page, personal statement, and a separate budget for living expenses (student summer round application only).

Submission Instructions Number all pages, including additional forms, documents, and letters. Make sure that your last name and page number appear in the header of every page, and that each page is clearly numbered. Label the attachment as follows: LASTNAME.SFapp.doc. Incorrectly labeled and incorrectly submitted applications will be returned unread. Submit the application electronically to dkardon1@swarthmore.edu

Late Applications Submit your application on time. Applications received after the deadline will receive the lowest funding priority, and will only be considered after all other funding decisions have been made.

Early Applications Generally the foundation does not consider applications for projects to be conducted in a later grant cycle.

The Interview Sign up for an interview by emailing dkardon1@swarthmore.edu. For joint applications, all parties must participate in the same interview. The interview with members of the Swarthmore Foundation Committee is your opportunity to present your idea in person. The purpose of the interview is to clarify all aspects of the proposal, and to enable the interview subcommittee to present your proposal to the full Foundation Committee with their funding recommendations. (Applicants who are away for the semester should plan ahead to be interviewed in person or via conference call.) The Committee will review proposals and notify each applicant of its decision.

Database of Past Projects This [database](#) archives projects carried out by past and current members of the Swarthmore community. Read [guidelines on using the Swarthmore Foundation database](#). **Note:** Because this

database only includes a short description of the project, please come to the Lang Center to view the full-length project proposals and project reports that you are interested in. The information is available on CDs located in room 118 in the Lang Center, on the shelves just inside the doorway. You may view the CDs on the public access computers in that same room.