2020 CPFI Hands and Feet Student Chapter Grant
Application Guidelines

The purpose of the CPFI Hands and Feet Student Chapter Grant is to financially support CPFI Student Chapters so they have funding to serve others in need. The CPFI Board of Directors implemented this grant opportunity to enable CPFI Student Chapters to be the hands and feet of Jesus through Christian service and evangelism. It is the hope of the CPFI Board of Directors that students will give back to their communities while sharing the good news of Jesus.

CPFI will award CPFI Student Chapter Grants to qualifying chapters up to the amount of $500.00 each to foster the expansion of community service involvement. In support of these efforts, CPFI Student Chapters may serve in partnerships with communities, non-profit agencies, schools and governmental bodies.

PLEASE NOTE: At minimum, any chapter submitting an application MUST meet the following eligibility criteria in order for their application to be reviewed. Failure to follow all application guidelines will result in the grant proposal not being considered.

Eligibility:

- CPFI Student Chapters must be in active status with CPFI and have submitted a chapter update form for the current academic year
- All primary chapter officers (President, Vice President, Secretary, Treasurer, Historian) must have current National CPFI membership
- The recipient must submit a written report on the completed project (including high-resolution image files) to CPFI.SCAC.chairperson@gmail.com within 30 days of completion of the project
- Please direct all questions to CPFI.SCAC.chairperson@gmail.com

To Apply:

All grant proposals must be submitted electronically by the CPFI Faculty Advisor or CPFI Chapter President* in the following format:

*If a proposal is being submitted by the CPFI Chapter President, please include your CPFI Faculty Advisor in the email via a carbon copy.

1. Cover Page
   - Name of project
   - University name and address
   - Name and contact information of CPFI Faculty Advisor
   - List of CPFI student members completing the project
   - Name and location of where the project is taking place
   - Goals of the project
   - Name and mailing address to send the check to
2. Letter of Authorization
   ● Include a letter of authorization from your CPFI Faculty Advisor (or Dean) stating their approval of the project
   ● Provide information about other organization/parties involved in completing this project

3. Proposal Statement
   ● In **250 words or less**, briefly describe the proposed project and whom the project will impact. Please describe how other chapters could implement your proposed project (or something similar) at their campus.
   ● Include a proposed total budget for the project and please indicate the specific budget items for which the grant will be used. Please list the source(s) and amount of other funds used for this project, if any.
   ● Include an outline of the project time period (how long the project will take to complete)
   ● Proposals should **not** exceed three pages

4. Deadline
   ● Email grant proposals to **CPFI.SCAC.chairperson@gmail.com** by **Friday, November 6, 2020**
   ● CPFI Faculty Advisors will be notified via email of the determination of the submitted proposal by **Monday, November 16, 2020**
   ● Grant monies will be issued by **Friday, November 20, 2020** *(Please allow 7-14 business days for processing)*