

# 2022 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 considered. In addition, the chapter MUST be able to fulfill the grant completion requirements below. Please direct any questions to the Student Chapter Advisory Council chairpersons at [CPFI.SCAC.chairperson@gmail.com](mailto:CPFI.SCAC.chairperson@gmail.com).*

## **Eligibility Criteria:**

- CPFI Student Chapters MUST be in **active** status with CPFI and have submitted a chapter update form for the 2022-2023 academic year.
- All primary chapter officers (*President, Vice President, Secretary, Treasurer*) MUST have current National CPFI membership.

## **Grant Completion Requirements:**

- The recipient MUST submit a written report on the completed project and high-resolution images (original image files in JPEG format) to [CPFI.SCAC.chairperson@gmail.com](mailto:CPFI.SCAC.chairperson@gmail.com) by **Sunday, April 30, 2023**.
- The recipient MUST submit a poster in a Microsoft PowerPoint slide file to [CPFI.SCAC.chairperson@gmail.com](mailto:CPFI.SCAC.chairperson@gmail.com) by **Sunday, April 30, 2023**.
- The recipient MUST send a student representative from your chapter to present your project at the 2023 CPFI Annual Conference (May 24<sup>th</sup> – 28<sup>th</sup>, 2023) at Lake Junaluska in North Carolina during the Student Poster Presentation session (final date TBD).  
**DISCLOSURE:** *All expenses incurred will be the responsibility of the student as CPFI is not able to provide funding for travel to the conference.*

**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 CC your CPFI Faculty Advisor in the email*):

### **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
- Goal of the project
- Name and mailing address of the individual or group 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 if applicable.

### **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 funds 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 all application materials to **CPFI.SCAC.chairperson@gmail.com** by **Saturday, October 15, 2022**.
- CPFI Faculty Advisors will be notified via email of the determination of the submitted proposal by **Monday, October 24, 2022**.
- Grant monies will be issued no later than **Monday, October 31, 2022** (*Please allow 7-14 business days for processing*).