**CCEL Office Use Only**

Date Req. Received: Funding Awarded:

Funds Transferred: Final Report Received:

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**Center for Community-Engaged Learning Mini-Grant Application**

**2017-2018 Funding Request Form**

*(This form should be completed and emailed to ccel@msstate.edu)*

Name:

Position:

Email:

Department:

Unit Budget Manager Name:

 Email:

 Phone:

Brief Title of Project/Funding Request:

If funding is awarded, I agree to the following:

[ ]  Funds will be used for the described project only.

[ ]  Funds will be spent by the end of the fiscal year. (June 30, 2018)

[ ]  I will submit a final report documenting how the funding was used.

Please mark all that apply. This funding request:

[ ]  Includes the development of a new service-learning opportunity.

[ ]  Supports the expansion or continuation of existing service-learning opportunities.

[ ]  Relates to a service-learning course. **Course name and number:**

[ ]  Is connected to a 4-H project.

Please describe the context of the activity or project and the specific need this funding will help meet. It is to your benefit to highlight community engagement, reflection, reciprocity, and public dissemination in your narrative.

How much money is being requested? (Up to $500)

How will this funding be spent? Provide **sufficient detail** to justify the request. The more specific the application, the easier it will be for the committee to understand why funds are needed and how they will be spent.