

STUDENT GRANT APPLICATION

Date: August 29, 2005
To: Senior students and student organizations
From: John W. Annick, Executive Director, Community Business Institute of Trumbull
Subject: **Student Grants—Special Project Studies**

I am pleased to announce that the Community Business Institute of Trumbull (a 501C3 Foundation) will offer an opportunity for individual senior students and student organizations to apply for a project grant. The grant is for scholarship opportunity or class credit. Below is a description, followed by an application form on the reverse side. I encourage you to take advantage of this opportunity to explore the vast areas of need or unknown. This application is available online at www.trumbullbei.com.

Overview: The purpose of the Community Business Institute of Trumbull is to serve as the means for motivating the student to search out and explore new areas of understanding with respect to careers and post secondary education study. We will offer funding for activities-program-projects-events that will realize these objectives. The dollar amount and the number of grants funded will be limited to a \$200 maximum for each grant and a \$1000 total funding. In addition, we will fund two (2) special project grants for Channel 17 development at a funding level of \$500.00 for each grant. Applications can be made by one or more individual(s) or organizations. A partnership with a business mentor is strongly encouraged. If you need assistance finding a business mentor, please contact John Annick at 377-5803.

Award Criteria: Awards will be based on the following

- Direct effect on increasing knowledge of career options and an understanding of the business world
- Degree of creativity
- Collaboration and strong partnership with a business organization and/or BEI associates

Use of Funds: Funds maybe used for the project materials, purchase of software, on-line services, ancillary materials or transportation cost for a special event linked to the project. The funds **will not** be used for certification testing and/or courses. The funds **must be** used within the current ACADEMIC YEAR.

Project Funding: Payment will be made upon completion of the project, unless previous arrangements have been made. Itemized expenses must be submitted for payment. A brief write up and evaluation of the project is required.

Application Deadline: **OPEN throughout the year but funds must be spent within the ACADEMIC year.**

Procedure: Each applicant should fill out the attached form and forward it to John Annick at the Town of Trumbull, Community Business Institute of Trumbull, 5866 Main Street, Trumbull, CT. Proposals will be reviewed and selected by the Institute at the November meeting. Awards will be made no later than one month after submittal.

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Town of Trumbull
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Community Business Institute Student Grant Application

Name(s): _____ School/Homeroom#: _____

Subject Area: _____ Grade: _____

Total Funds Requested: _____ Date Submitted: _____

Project Description and timeline for schedule of events: _____

Itemize all components of the proposed project along with dollar costs: _____

Name of Key Individuals, organizations, and/or businesses that will participate in the project: _____

Briefly explain the value of this project and how it will impact your understanding of the subject area: _____

Faculty/Business Mentor Support: I have reviewed the above application and believe this project deserves consideration because:

Business Mentor/Faculty Signature: _____ Date: _____