

2024 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 \$750.00** each to foster the expansion of community service involvement and sponsor 1 student to attend the conference and present their poster. 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 at 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 2024-2025 academic year
- All primary chapter officers (*President, Vice President, Secretary, Treasurer*) **MUST** have current National CPFI membership
- Submit an application electronically via email including all the following information in the format below. All grant proposals must be submitted by the CPFI Faculty Advisor *or* CPFI Chapter President.*

**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 organizations/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. ***All awarded monies must be utilized for the project based on the budget proposal submitted.***
- 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 **Sunday, September 29, 2024**.
- CPFI Faculty Advisors will be notified via email of the determination of the submitted proposal by **Monday, October 14, 2024**.
- Grant monies will be issued no later than **Monday, October 21, 2024** (*Please allow 7-14 business days for processing*).

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** by **Sunday, April 27, 2025**.
- The recipient **MUST** submit a poster in a Microsoft PowerPoint slide file to **CPFI.SCAC.chairperson@gmail.com** by **Sunday, April 27, 2025**.
- The recipient **MUST** send a student representative from your chapter to present your project at the 2025 CPFI Annual Conference and National Student Retreat (May 28th – June 1st, 2025) at Epworth by the Sea in St. Simons Island, Georgia during the Student Poster Presentation session (final date TBD). **DISCLOSURE:** *Grant award includes sponsoring one student's registration cost, lodging, and meals during the conference. All other travel expenses will be the student's responsibility.*