Winter Term 2014 GROUP PROJECT Grant Application

General Information:
Oberlin provides a Winter Term of four weeks in January to encourage and enable students to discover the value of self-education. Winter Term provides an opportunity for variations and supplements to the usual course offerings, with an emphasis on experimentation and creativity, intellectual independence, and personal responsibility. Projects may be proposed by faculty, students and occasionally by members of the administrative and professional staff and alumni. Many departments offer group projects; students often devise their own projects.

Group Project Grant Information:
Expenses incurred while completing a winter term project normally are the responsibility of the student or students working on that project. However, the Winter Term Committee awards a limited number of grants each year in support of both individual and group projects (see Winter Term Calendar for deadlines). The Winter Term Committee evaluates applications and awards grants on the basis of the educational value of the proposed projects.

Criteria for evaluating projects include:
- educational soundness
- the number of students who benefit
- the potential for enrichment of the on-campus winter term experience in general, through symposia, speakers, performances, etc.

Funds available through the WT Committee are limited, and in order to distribute funds equitably, the following guidelines are usually followed:
- the committee will generally follow a guideline of $60 per student participant.
- expensive projects generally will not be supported over the guideline amount and must include a student fee to defray extra costs.
- for more costly projects, applicants are encouraged to seek additional funding from other Oberlin College sources or from external grants.

Instructions for Grant Application:
To apply for a Group Project Grant, please submit the following four items:
1. The attached Project Information Form
2. The Attached Project Publicity Form
3. A Project description and funding proposal, not to exceed 750 words. Please explain your project, and describe your need for funding. Outline in detail your need for guest participants, your planned activities, and/or equipment required.
4. Your proposed budget on the attached form.

Please type and submit items 1-4 (above) to the Winter Term Office, Peters 205, by 4:30 pm on Friday, October 4, 2013. Funding decisions will be announced by mid-October.

Application Requirements:
Please note the following:
1. If you have received a Group Project Grant in the previous year, you may not apply for funding in the present year until you have filed last year’s Project/Budget Report.
2. If you receive a Group Project Grant, you are required to attend this year’s Winter Term Fair, which will be held on Monday, Oct. 28.
3. At the conclusion of your project, you must file a Project/Budget Report with the Winter Term Committee, including original receipts for expenses.
Project Title

Sponsor’s Name ___________________________ Dept. ___________________________

Campus Address ___________________________ Phone __________________________

Director (if different from Sponsor)

(check one) Faculty _____ OC Staff _____ Student _____ Visitor _____

Address ___________________________ Phone __________________________

Project Information Form

PLEASE NOTE: WINTER TERM 2013 PROJECT REPORTS MUST BE FILED BEFORE SUBMITTING THIS APPLICATION.

Funding Proposal. With the description from the Project Publicity Form as a basis, please justify your funding request, explaining the need for guest participants (director, speakers), activities planned (film showing, concerts, performances), and/or equipment required. Please type and attach your proposal to this sheet. Do not exceed 750 words.

Anticipated enrollment _____________ Amount Requested $ ______________________

Does your project involve foreign travel? YES ☐ NO ☐ Directors of international projects must follow Office of Study Away procedures; for more information, please contact amy.moniot@oberlin.edu

Does your project need IRB approval? YES ☐ NO ☐ Projects including methods such as interviews, surveys, video or audio taping may require approval from Oberlin College Institutional Review Board (IRB); please contact meredith.raimondo@oberlin.edu for more information.

Sponsor’s Signature ___________________________ Date ______________________
Project Title

Sponsor’s Name Dept.

Campus Address Phone

Director (if different from Sponsor) (check one) Faculty OC Staff Student Visitor

Address Phone

Project Publicity Form

Project: Full Half Either

Location: On campus Building/Room

Off campus City, State

Enrollment limit: 

Fee (estimated): None Amount per Student $

PROJECT DESCRIPTION

(100-word maximum)