WESLEYAN GRANTS PROGRAM
2017

APPLICATION BOOKLET FOR:
Summer Experience Grants, Wesleyan Grants, PCSE
Grants, Macy, Miller, Campbell, Invisible Men, WIJSL,
Solomon, Ganbarg, and all Named Grants

OPEN APPLICATION PERIOD:
Applications will be accepted February 15, 2017 through March 5, 2017
1. **Are you eligible?** Eligibly varies—read each grant description carefully! For Wesleyan Summer Experience, Patricelli Center (PCSE) grants and most Named Grants, undergraduates who are rising juniors or rising seniors by the start date of their internship / opportunity and are receiving need-based financial aid are eligible to apply for grant funding. Other grants have different eligibility—please see the Gordon Career Center website for the specific details of each—make sure you meet the requirements before applying! If you are unsure what you’re eligible for please contact Marcy Herlihy, director of stewardship and donor relations, at 860-685-2523 or wseg@wesleyan.edu

2. **The Open Application period is February 15, 2017 to March 5, 2017.** Your completed application must be submitted to Handshake during this timeframe. We will not accept applications submitted after 9 p.m. on March 5th; no exceptions.

3. To apply for a Wesleyan Grant you must have an approved resume. To have your resume approved please stop by or call the Career Center’s front desk at 860.658.2180 to schedule a drop-in appointment. The resume approval process requires up to 72 hours for approval—plan ahead!

4. Students are eligible to receive a Wesleyan Grant only once in their Wesleyan career.

5. Your application will not be considered complete until you have:
   - Your resume approved by the Gordon Career Center
   - Submitted a completed application to Handshake before the end of the application period (March 5, 2017)
   - Submitted a feasible completed budget with your application

6. If you are unsure about your eligibility for any of the Wesleyan Grants or would like to talk about the application and selection process—please contact Marcy Herlihy, director of stewardship and donor relations, at 860-685-2523 or wseg@wesleyan.edu to set up an appointment. Don’t wait!

7. Your internship or summer experience should be equivalent to a full-time position (35-40 hours per week) for a minimum of 8 weeks.

8. **Host Organizations or Sponsors:** Your host or sponsor will be your summer experience / internship supervisor. The application process requires you have a substantial conversation with your potential supervisor in order to discuss duties and responsibilities of your potential role. If you are opting for an independent project or an academic experience with no specified supervisor, you need to find a faculty sponsor with whom to review your experience and discuss a timeline for work.

9. Students will be notified by the first week of April of the status of their application. If your application is approved for grant funding, prior to receiving your grant you will need to submit a completed Host / Supervisor Confirmation Form. If you are going through a third party or placement organization for your opportunity, you must have the placement confirmed in order to receive funding (no exceptions).

10. **Funds:** We have several sources of institutional resources, endowed and current-use funds that are used specifically for Wesleyan Grants. Should you receive a grant from one of these funds, you will be required to complete a detailed questionnaire about your experience, write the donor a thank you letter, and submit photographs at the end of your opportunity. If you receive a grant funded by one of these funds, a letter will be sent to you from the Stewardship Office with further information regarding your grant and the donors. Please give some thought during your summer about the highlights (and photos) you would like to share with the donors who made your summer experience possible.

11. **Grant Payment:** Grants are given up to $4,000. In mid-May, once your completed Student and Host / Supervisor Confirmation Forms are submitted you will receive your grant from Wesleyan via direct deposit.

12. **How does receiving a grant affect my taxes?** Wesleyan University does not make any determination on the taxability of these grants. Please consult your tax advisor to determine your tax status and liability.

13. **End of Internship:** Upon completion of your internship your host organization must complete the Sponsor Evaluation Form, confirming that you have worked a minimum 8 weeks with detailed comments on your work performance. You must also complete the WG questionnaire (with photos), and write a thank you to your donors. The completed Wesleyan Grant questionnaire and Sponsor Evaluation Form are due no later than August 18, 2017. You will also be required to make a poster about your experience and participate in the Wesleyan Grant Showcase during Family Weekend (Nov. 3-5, 2017).

14. **Check your Wesleyan email often!** All Wesleyan Grant communications (including important deadline reminders) from the Gordon Career Center and the Stewardship Office will be conducted over email.
WESLEYAN GRANT
APPLICATION CHECK LIST

Have you...

☐ 1. Had your resume approved on Handshake? THIS IS REQUIRED so remember to plan ahead! Resumes are reviewed, not necessarily approved, within 48 hours to 2 business days. Most resumes are not approved the first time they are uploaded, so please plan your time accordingly. We strongly suggest that you schedule a 20-minute resume review drop-in appointment to review your resume before you upload it to Handshake for the first time.

☐ 2. Received feedback on your application materials from a Career Advisor at the Gordon Career Center? This is not required, but having a fresh set of eyes can help. Career advising appointments can be scheduled online on Handshake or via phone 860/865-2180 and in-person during business hours.

☐ 3. Filled in all the information on your application form, uploaded it, and applied on Handshake?

☐ 4. Read and signed the Code of Conduct for Wesleyan Grant Recipients form?

☐ 5. Completed and uploaded your written statements?

☐ 6. Completed and uploaded your budget?

☐ 7. Applied specifically for the Miller, the Macy, or the Campbell? — please make sure to include:
   • a copy of your unofficial Wesleyan transcript
   • a letter of recommendation from a faculty member or your faculty advisor
   • a policy paper (for the Macy)

☐ 8. Saved a copy (or made a photocopy) of your application and supporting materials for your own files?

☐ 9. Set up direct deposit with the University. The form can be found at: https://www.wesleyan.edu/finaid/employment/stu_direct_deposit.pdf

ANY QUESTIONS OR CONCERNS? DON’T WAIT!
Contact the Marcy Herlihy at 860/685-2523 or email wseg@wesleyan.edu.
FUNDING APPLICATION FOR WESLEYAN GRANTS 2017

Please upload completed forms and documents to Handshake.
To arrange for a Drop-In appointment to have your application reviewed visit the Gordon Career Center or call 860/685-2180.

STUDENT INFORMATION

Student name: ____________________________ ____________________________ ____________________________

First                     Middle                     Last

Graduation year: ______   Citizenship: ____________________________ WesID: ____________________________

Wes Box #: ____________________________ Email: ____________________________

Primary telephone #: ____________________________

Home address: ____________________________________________________________

________________________________________________________________________

________________________________________________________________________

Major(s) (if not declared indicate intended): ______________________________________

Faculty adviser: ___________________________________________________________

SUMMER EXPERIENCE INFORMATION

If this internship is associated with a Wesleyan department or faculty member, indicate below:

Faculty name: ____________________________ Department: ____________________________

Name of your internship sponsor / host organization (if known): ____________________________

Organization’s home page: __________________________________________________________

Address: _______________________________________________________________________

_____________________________________________________________________________

Supervisor name (if known): ______________________________________________________

Supervisor title: ____________________________ Check box if your supervisor is a Wesleyan alum/parent □

Supervisor email: ____________________________ Phone: ____________________________

Number of weeks and total hours you expect to complete at your internship: _________________

Must complete at least 8 weeks (40 hours per week maximum)
If you have been awarded other Wesleyan funding for this summer experience / internship, indicate (this should be included in your budget):

Fund name: ___________________________ Dept./Office: ___________________________ Amount $ __________________

How did you find this internship? (Circle all that apply)

Handshake  Faculty/Department  Alumni/Parents  Friend/Relative  Other

Check all that apply:

☐ I do not currently receive need-based financial aid from Wesleyan University.
☐ I currently receive need-based financial aid from Wesleyan University.
☐ I have previously received a Wesleyan Grant. If so, what: ____________________________________________
☐ I have set up direct deposit with the University (this is required to receive grant funding).
☐ I am applying for a specific grant and have completed the additional requirements as noted on the individual grant webpage.
☐ I am applying for (circle all that apply, or add additional detail in the space below):

- Wesleyan Summer Experience Grant
- PCSE Grant
- Invisible Men Internship
- Ganbarg Internship
- Richard Miller
- Nancy Campbell
- Friendly Internship
- OMG
- WIJSL or Solomon Grant
- Named Grant
- ALL
- Wesleyan Grant

Named Grants: ____________________________________________

________________________________________________________

By signing this application, I confirm that I understand and agree to the following:

1. If awarded Wesleyan Grant funding, I accept the grant stipend with the full intention of completing my summer experience or internship.

2. If emergency circumstances arise and I am unable to complete my internship, I will speak to a Wesleyan Career Center staff member before leaving my internship or, if not possible, immediately after I leave. I will return a pro-rated amount of the grant to Wesleyan based on worked hours/weeks as confirmed by my supervisor.

3. Failure to provide documentation confirming the completion of my summer experience/ internship and/or failure to complete the required follow-up (host/sponsor evaluation, stewardship report, thank you for donors, participation in the showcase) could result in partial repayment of the grant funding received.

Student signature: ___________________________________________ Date: ___________________

Electronic or written signature is acceptable
Please provide the average estimated amount you will spend this summer for your living expenses in the categories that are listed below. Please carefully review How To Prepare Your WG Budget before completing this worksheet.

<table>
<thead>
<tr>
<th>Category</th>
<th>Explanation (if necessary)</th>
<th>Total Costs for Budget Period</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing Expenses:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rent</td>
<td>$ .00</td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>$ .00</td>
<td></td>
</tr>
<tr>
<td>Misc. Household Expenses</td>
<td>$ .00</td>
<td></td>
</tr>
<tr>
<td>1. Total Housing Expenses</td>
<td>$ .00</td>
<td></td>
</tr>
<tr>
<td>Personal Expenses:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td>$ .00</td>
<td></td>
</tr>
<tr>
<td>Clothing</td>
<td>$ .00</td>
<td></td>
</tr>
<tr>
<td>Medical</td>
<td>$ .00</td>
<td></td>
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<tr>
<td>Other (Specify→)</td>
<td>$ .00</td>
<td></td>
</tr>
<tr>
<td>Other (Specify→)</td>
<td>$ .00</td>
<td></td>
</tr>
<tr>
<td>2. Total Personal Expenses</td>
<td>$ .00</td>
<td></td>
</tr>
<tr>
<td>Travel Expenses (Specify→):</td>
<td>$ .00</td>
<td></td>
</tr>
<tr>
<td>Travel (Specify→)</td>
<td>$ .00</td>
<td></td>
</tr>
<tr>
<td>3. Total Travel Expenses</td>
<td>$ .00</td>
<td></td>
</tr>
<tr>
<td>4. Total Expenses (add 1, 2 and 3)</td>
<td>$ .00</td>
<td></td>
</tr>
<tr>
<td>5. Wesleyan Summer Earnings Expectation (if applicable)</td>
<td>Please confirm your summer earning expectation with Financial Aid. $2,500 can be used as an estimated.</td>
<td>$ 2,500</td>
</tr>
<tr>
<td>6. Total Expenses (add 4 and 5)</td>
<td>$ .00</td>
<td></td>
</tr>
<tr>
<td><strong>INCOME</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income Anticipated from internship</td>
<td>$ .00</td>
<td></td>
</tr>
<tr>
<td>Other Income (Specify→)</td>
<td>$ .00</td>
<td></td>
</tr>
<tr>
<td>Other Income (Specify→)</td>
<td>$ .00</td>
<td></td>
</tr>
<tr>
<td>7. Total Anticipated Income</td>
<td>$ .00</td>
<td></td>
</tr>
<tr>
<td>8. Total Request (subtract 7 from 6)</td>
<td>$ .00</td>
<td></td>
</tr>
</tbody>
</table>

The total request should not exceed $4,000 without additional written justification and approval. Some grants including IM can be awarded up to $5,000—review the requirements carefully.
WRITTEN STATEMENTS

Carefully and thoughtfully complete written statements for each of the following questions and attach them with your application.

If you are applying for a specific grant—including the Macy, the Miller or the Campbell—please see essay requirements and modify your answers accordingly.

SHORT STATEMENTS (200 words)

1. Provide an overview of the organization for which you will intern / work or program / project you are developing. What is the purpose of the host organization? What duties / project(s) will you be working on? What are your responsibilities and tasks, how will your time be structured? (Please note: this question is not required if you are applying specifically for the Macy or Campbell)
   • You may include the job description or posting in this statement

2. How have you communicated with your host / sponsor and determined mutual interest? What type of supervision, mentoring, and guidance will you be receiving? How will you and your work be evaluated? (Please note: this question is not required if you are applying specifically for the Macy or Campbell)

3. How did you find/develop this internship opportunity? Did you use any Wesleyan resources to find your internship (Handshake, PCSE, academic department, faculty, alumni, parent, other)? (Please note: this question is not required if you are applying specifically for the Macy or Campbell)

4. How will you represent Wesleyan at your organization? What will the organization learn about Wesleyan (its students and community) as a result of your working there?

5. If you do not receive a grant, what will you do this summer?

ESSAYS (400 to 500 words)

1. How does this internship / summer experience relate to your academic studies? If it does not, how will it be valuable to your academic endeavors? What courses have you taken that have prepared you for this opportunity?

2. How will this internship impact, enhance, and broaden your career goals? How will this internship enhance or change your Wesleyan experience? What attracted you to this specific organization and position? In what ways will this internship/summer experience be challenging to you? For the Campbell, please focus on how interning at the National Trust will impact your long-term goals and future career.

FOR THE MACY ONLY

Please include:

• 2-Page Essay (800-1000 words): this essay should discuss significant public policy or a problem confronting our society today that is of interest to you. It is highly suggested to have the professor from whom you request your recommendation review your essay. Please include some proposed solutions to the policy problem and include bibliographic references and/or statistical data to support your recommendations.
1. I understand that I am acting as an ambassador of Wesleyan University to my host organization and I agree to act respectfully and professionally throughout my internship/Summer Experience.

2. I will follow my host organization’s rules and regulations (e.g., hours of work, holidays, dress code, etc.).

3. I will be punctual, dependable, considerate, honest, trustworthy, and cooperative when dealing with others.

4. I will strive to complete all assignments and responsibilities in a reliable and efficient manner.

5. I will strive to maintain and enhance my personal effectiveness by improving my skills and acquiring new knowledge.

6. I will seek feedback from my sponsor/supervisor(s), and strive to improve my performance.

7. I will complete all requirements of accepting a grant including: evaluation forms, questionnaires, a written thank-you note to donors, and participate in the Wesleyan Grants showcase.

Name: 

(Print)

Signature: ____________________________ Date: _______________________

Electronic or written signature is acceptable