



Projects for Justice and Sustainability is an annual competition sponsored by CJS for student-developed and student-executed projects. The grant program allows students an opportunity to develop, formally propose, receive funding for, and conduct research/action projects related to issues of justice and/or sustainability.

Guidelines for Projects for Justice and Sustainability

Who is eligible?

Any group of WJC students in good standing and not in their last year of attendance is eligible to apply.

Application Process & Timeline

- Submit Letter of Intent to Apply by 5pm, Monday, November 14, 2011.
 - Letter of Intent to Apply should include the following information: who is seeking to apply, brief project description (250 words), primary goals/outcomes, and how success will be measured/assessed.
 - Letter of Intent to Apply should be submitted electronically to cjs@william.jewell.edu. Any questions about the grants can also be emailed to this address.
 - Preference will be given to proposals that are focused on the Kansas City metropolitan area and to proposal groups that consist of mixed gender.
- Groups invited to submit full proposals will be notified by, Friday, November 18, 2011
- Submit Application with Budget for the proposed project by December 9, 2011 to cjs@william.jewell.edu.
- Applications will be reviewed by the awards committee and recipients notified in early 2012.



The Projects for Justice and Sustainability Award

Due December 9, 2011

Project Title

Primary Applicant/Project Coordinator

Name _____ Date of Birth _____

Campus/Local Address _____

Home Address _____
Street City State Zip

Campus/Local Telephone _____ Home Telephone _____

E-mail Address _____

Major _____ Expected Date of Graduation _____

Academic Advisor _____

Project Advisor _____

Secondary Applicants/Project Team Members (continue on back if more than three)

Name _____ Telephone Number _____

Major _____ Expected Date of Graduation _____

Name _____ Telephone Number _____

Major _____ Expected Date of Graduation _____

Name _____ Telephone Number _____

Major _____ Expected Date of Graduation _____



Please include the following in your proposal:

- **DESCRIPTION OF THE PROPOSED PROJECT** - Introduce the project to the committee. Indicate if the project is with an established service program/agency or if you have designed an entrepreneurial project. (Approximately 750 words.)
- **THE NEED FOR THE PROPOSED PROJECT** - Explain how this project addresses an issue related to women in current society. (Approximately 500 words.)
- **SPECIFIC GOALS/OBJECTIVES & ASSESSMENT PLAN** - Explain clearly and specifically what you propose to do and how you will assess the success of the project. (Goals should be written in SMART format: they should be Specific, Measureable, Attainable, Relevant, Time-Based. See attached description of SMART Goals. Approximately 500 words total.)
- **REPORTING FOR THE PROPOSED PROJECT** (500 words)
 - Explain your plan for reporting to your project mentor/faculty advisor during your project.
 - Explain how you will report the results of your project to the campus community upon your return.
- **THE BUDGET FOR THE PROPOSED PROJECT**
 - While the amount of this grant is limited to \$2000, the committee would like to know the overall budget needed for your entire project, including other sources of funding which you might also be seeking.
 - Include the following information:
 - Total funds requested from CJS
 - Itemize expected use of funds requested
 - Itemize support anticipated from any other sources



THE BUDGET FOR THE PROPOSED PROJECT

Total Funds Requested \$ _____

Itemization of expenses for the project:

Sub-Total \$ _____

Itemization of living expenses during the project:

Sub-Total \$ _____

Itemize support anticipated from any other sources:

Sub-Total \$ _____

Total \$ _____

A Brief Guide to SMART goal setting

A SMART goal is a goal that is specific, measurable, attainable, relevant and time based. In other words, a goal that is very clear and easily understood.

SPECIFIC

The goal must clearly state what is to be achieved, by whom, where and when it is to be achieved. Sometimes it may even state why that goal is important. Not all of these questions will apply to every goal, but it is important to ask all the questions in order to assess how specific your goal is and make it as clear as possible.

MEASURABLE

Measurability applies to both the end result and the milestones along the way to attaining a goal. It answers the question of quantity – how much, how often, how many? The milestones are signs along the way that will tell you that you are on the right track to achieving your goal.

For instance, your ultimate goal may be to make 60,000 dollars in a year, but the milestones may be to make 5,000 dollars every month, which will add up to 60,000 in a year. So by focusing on making the 5,000 dollars every month you will ultimately reach your goal of 60,000 dollars. This makes the goal more attainable because it is easier to think of ways to make 5,000 dollars every month than 60,000 all at once.

It has been said that what cannot be measured cannot be managed. Sometimes it is difficult to measure a goal, but at such times there is usually an indirect measure that can be applied.

ATTAINABLE

You should ensure that the goals you set are achievable.

Firstly, you must believe that you can manage to do what you are setting out to do. If you set goals that are unbelievable even to yourself it is very unlikely you will achieve them. This is equally important when setting goals for a group, such as in the corporate setting. If the people for whom the goals are being set do not believe they are attainable, it is unlikely they will work wholeheartedly towards achieving them. Agreement and participation in the SMART goal setting process is important in such cases to ensure that most people are happy with how realistic the goals are.



Secondly, the goals must be possible, all things being equal. There is no point setting a goal to float in the air and defy gravity using only your mind, for instance. No matter how hard you try this won't be achievable.

RELEVANT

Your goals must be relevant to what you want to achieve in the short term and the long term. Understanding your organizational or personal vision, mission and purpose is critical in this respect. Sometimes you can be tempted to do something simply because it is easy and sounds great, only to discover later on that it has no long term importance to what you want to achieve as an individual or an organization.

Do those things that are most important and in line with your long term vision and mission

TIME-BASED

This sometimes overlaps with the goal being Specific, but it aims to ensure that you put a time-frame to your goals. Someone said a goal is a dream with a time-frame to it. Simply deciding by when you want to achieve something can be a good motivator. It can prevent you from procrastinating because you know that you are working to a deadline.