

**WOX Grant Application Form for 2022**

**1/4/22**

Use and completion of this Application Form is required for submission of your grant. Only Applications using this template will be considered for an award.

The completed WOX Grant Application must be emailed to [cassidycoxs@xavier.edu](mailto:cassidycoxs@xavier.edu) **and** a paper copy with appropriate signatures mailed or hand delivered to Cyndi Meyer, Alumni Building ML 5630 by 5 p.m. **March 1, 2022.**

NOTE: Applicants are encouraged to seek proposal assistance through the Office of Grant Services. Please contact Shari Howell by phone at 745-1904 or email at [howells3@xavier.edu](mailto:howells3@xavier.edu) as early as possible and at least 10 business days before the due date.

**PROPOSAL FOR WOX GRANT**

**Title of Proposed Project:**2022 Summer Service Internship Program

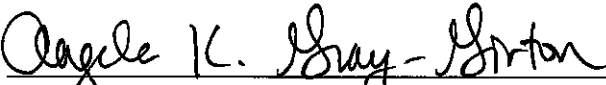
**Amount Requested:** \$5,000

**Name of each applicant, their position and signature:**



Angela Gray-Girton, Assistant Director, Dorothy Day Center for Faith & Justice

**Add ALL appropriate signatures below as outlined in the Guidelines document for the WOX Grant Awards. For each approval needed, please type the **person's name, title, email address, and have them physically sign the Application.****



Angela Gray-Girton, Assistant Director, Dorothy Day Center for Faith & Justice  
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**Provide a brief abstract that clearly and concisely states the aim of your project, anticipated value for XU students and/or faculty, and the indicators of success: (maximum 350 words)**

Xavier's Summer Service Internship Program provides a unique opportunity to nurture the commitment to community engagement and social justice in Xavier students. Now in its 26th year, the Summer Service Internship Program has provided more than 500 students with a deepening community and reflection-based experience. In the summer of 2022, the program will place 20 Xavier undergraduates in carefully selected placement organizations where each student will provide service for thirty-five (35) hours per week for nine (9) weeks. The program is designed to teach the interns how to become leaders within the community and to understand the complex problems that marginalized populations face. Gathering for community building, reflection sessions and commons meals strengthens this experience. As a unique, full-time immersion experience for Xavier students, the program provides three important student benefits: students are able to serve the Greater Cincinnati community in a deep and meaningful way, while learning about themselves and the world around them, and also earning necessary income from summer employment.

Indicators of Success for this project include:

- More than 75% of 2022 Summer Service interns will express an increased understanding of social justice
- More than 70% of 2022 Summer Service interns will continue to volunteer with their placement social service organization after the conclusion of this program
- More than 60% of 2022 Summer Service interns will express an increased desire to participate in a year-of-service program after graduation and/or pursue a job in the non-profit sector
- More than 60% of 2022 Summer Service interns will express an increased desire to participate in other service opportunities at Xavier.

## **NARRATIVE**

Please provide a detailed project description (in #1) and answer the questions below (#2 - #8) Limit the length of your answers (including project description) to three single-spaced, typed pages.

### **1. Provide a detailed description of your project; what will take place, where, when, and who will be involved in the project, and the timeline. (maximum 1 page)**

The Summer Service Internship Program supports the mission and purpose of the Women of Excellence by providing Xavier students with impactful service experiences and also by positively influencing the lives of the populations with whom the interns work. Each year, the college interns provide approximately thousands of hours of service with local community organizations. Typically more than 750 children and 1,000 women and girls are served by the interns at organizations such as Healthy Moms and Babes, Kennedy Heights Arts Center, Boys and Girls Club, and Project Connect. The interns will have roles like providing experiential outdoor education for inner-city children, providing direct client support and referrals to low-income individuals or assisting refugees as they seek to acclimate and settle in Cincinnati. During summer months, when community organizations often run expanded programs, the interns enable the organizations to serve more clients.

During the 2022 program, the 20 interns will be given training, ongoing support, and opportunities for reflection. In the first week of the program, the interns participate in orientation and training facilitated by the program coordinator, student coordinator, and faculty/staff members. The training will begin with a retreat at Camp Joy, where the students participate in team-building activities and team ground initiatives. During the week of training, students also meet with social service organization leaders and participate in break-out sessions on community-building, safety, diversity, and service. The students meet each Monday evening for videos/speakers, and on Wednesday evenings for a community dinner. These gatherings include reflection and educational opportunities. In the 2022 program, four faculty/staff will be selected as mentors to help prepare students to lead the Wednesday reflection/education sessions. The mentors will each be assigned a social justice issue with which they have experience and can assist the students in researching and discussing. Topics may range from voluntary simplicity to solidarity to sustaining the soul. The small groups will meet with the mentors during training and at least two other times prior to their reflection session. The mentors will also read and respond to the students' mid-summer journal analysis paper and be a resource to the small group.

During the Monday evenings, topics pertaining to the weekly social issue theme and assigned readings are presented. Gathering for reflection sessions and common meals strengthens the student learning experience.

Timeline for 2022 Summer Service Internship Program:

January – March	Recruitment and selection of interns
February	Selection of placement community partner organizations
March – April	Selection of faculty/staff/alumni mentors and reflection coordinators
End of May	Intern training
June – July	Internship program for Xavier interns

To assess the program’s impact, students will complete a pre- and post- internship questionnaire about their community awareness. On the questionnaire, students will be asked about their knowledge of social service organizations in the Greater Cincinnati area and about their commitment to community service. In addition, students provide ongoing feedback regarding the program and their placement organizations during weekly reflection sessions. Students also journal for 15 minutes a day at work to reflect individually on their experiences. Program staff make site visits to observe and monitor the students and their work in the community organizations. Placement partner organizations also complete evaluations of their interns.

**2. How does this proposed project enhance the mission and purpose of Women of Excellence?**

The Women of Excellence was created to honor, extend, and advance the legacy of Xavier’s and Edgecliff’s extraordinary women graduates, as well as provide opportunities for women to grow as organizational and philanthropic leaders for the University.

The Summer Service Internship Program engages the leadership and potential of young women on Xavier’s campus, helping to form them into organizational and philanthropic leaders of the future, both at Xavier University and beyond. Students who engage in the Summer Service internship frequently cite it as a life-changing experience, and the best summer of their lives, because of the impact it has had upon them, and often change their major or future career direction because of this experience. The Summer Service Internship Program is proud to partner with the Women of Excellence to impact today’s students and help them to become future community and world leaders, passionate to give back both to Xavier and to their communities, in the hopes of creating positive social change.

**3. How will this project further the mission of Xavier University to “engage and form students intellectually, morally and spiritually, with rigor and compassion, toward lives of solidarity, service and success?”**

The Summer Service Internship Program is a unique opportunity to fulfill the exact mission of Xavier University. As students are immersed in service to the community, forming relationships with marginalized and underrepresented people, as they read about and reflect on social problems, as they engage with mentors who challenge them to see the world in new and different ways, and as they apply all these new learnings within the work they are doing in the community, they are being deeply formed toward living not just a single summer but their whole lives toward solidarity, service, and success. This is a life-changing program!

**4. Why is this project important? Does it address a gap within existing University programs?**

This project is important because it engages high-impact learning strategies that allow students to engage deeply in their community, to ask critical questions, to pursue justice in a real and tangible way, and to learn how to build community. This project results in the deep reflection, learning, and transformation that only happen when students are fully immersed in the community.

**5. What is the expected outcome of your project? How many people (faculty, staff, students) will be engaged in your project? If the project will continue beyond the Grant timeline, what are your plans for future funding?**

Expected outcome of this project is high impact in the local Cincinnati community, as well as great personal and professional development and growth for each student involved – from their understanding of social justice issues to their desire to continue and deepen their engagement in the community.

The people who will be engaged in this project include:

- 1 Xavier staff member who will coordinate the program
- 1 Xavier student leader who will assist with program coordination

- 20 Xavier students will participate and grow immensely from their high-impact experiences

Plans for future funding:

- Continued support from ongoing donors and grants (John & Francie Pepper, Dater Foundation grant, etc.)
- Continued university funding

Seeking out additional new grants and donors (with support from John Pepper)

**6. How will you measure the success of your project, if funded? What are the qualitative and quantitative measures that you will use to assess impact and effectiveness?**

- More than 75% of 2022 Summer Service student interns will express an increased understanding of social justice
- More than 70% of 2022 Summer Service student interns will continue to volunteer with their placement social service organization after the conclusion of this program
- More than 60% of 2022 Summer Service student interns will express an increased desire to participate in a year-of-service program after graduation and/or pursue a job in the non-profit sector
- More than 60% of 2022 Summer Service student interns will express an increased desire to participate in other service opportunities at Xavier.

These outcomes will be measured with pre-and post- assessments with the students (quantitative) as well as with a variety of reflection essays (qualitative). Through these measures, we plan to identify areas of impact and success as well as areas for future growth potential where we can make changes to maximize the future impact of the Summer Service Internship Program.

**7. If your project is funded, how will the WOX Giving Circle be recognized as having played a role in the success / completion of your project? Give specific examples.**

The Summer Service Internship Program will issue a press release about the Summer Service Internship Program to local media. Additionally, funders and community organization partners will be recognized at the Celebration of Learning held at the culmination of the program. Funders and organizations are invited to attend this celebration of the students' accomplishments. If funded, Angela Gray-Girton will submit a report including the results of the program assessment and student impact letters, and will speak as requested at WOX events.

**8. If you are applying for a 2-year grant, please explain why a 2-year award is important to the success of your project. (Note: these are projects that will take 2 years to complete, not for 2 years of funding for the same project).**

**BUDGET**

**What is the amount of funding requested?** \$5,000 (see attached detailed budget)

**Below please provide a detailed budget with justification/need for each itemized expense.**

\*\* Please see next page (addendum) for detailed 2022 Summer Service Internship Program budget.

Student Coordinator's role:

- Assist with recruitment, interviews, selection, and placement of student interns
- Assist with planning, coordination, and implementation of intern training
- Assist with planning and facilitation of social issue education and reflection sessions
- Plan and facilitate ongoing community building with the intern group
- Live with the students and provide ongoing leadership and support with intentional community living
- Maintain records of service hours performed by students

Rationale for food and incentives:

In order to engage a diverse cohort of students, we must provide them with food stipends as well as wages, so that they can earn necessary income during the summer and are financially able return to Xavier in the fall. By providing this enhanced summer work experience for students, we allow them to engage deeply in serving their community and learning/growing, while also providing for their basic needs.

**Summer Service Internship Program  
Adapted Program Budget  
2022**

	<b>PROGRAM EXPENSES</b>
<b>EXPENSES</b>	
<b>College Interns</b>	
Student Coordinator - 1 @ \$12.00/hr @ 140 hrs (spring) + 420 hrs (summer) and College Intern Wage - 20 @ \$12.00/hr @ 301 hrs (\$3,12)	\$78,960
Fringe at 10% for salaries	\$7,896
Board - 1 @ \$900 for 5/2022-7/2022 and Board - 20 @ \$750 for 5/2022-7/2022	\$15,900
<b>Subtotal</b>	<b>\$102,756</b>
 <b>Program Administration</b>	
Program Coordinator (in-kind)	\$4,500
Fringe at 25% (in-kind)	\$1,125
Faculty/Staff Mentors (5/2022- 7/2022) 4 @ \$1000	\$4,000
Fringe at 10%	\$300
PRINTING AND POSTAGE	\$350
SUPPLIES - including training materials, speaker gifts, t-shirts	\$1,000
 FOOD - including community meals, agency events, snacks, final presentation	 \$4,000
TRANSPORTATION AND MILEAGE - to Camp Joy and for site visits	\$900
RETREAT - leadership training and teambuilding	\$4,000
MISCELLANEOUS: Community activities, experiential learning activities, workbooks, COVID related expenses	\$1,500
<b>Subtotal</b>	<b>\$21,675</b>
 <b>TOTAL PROJECTED EXPENSES</b>	 <b>\$124,431</b>
 <b>INCOME</b>	
<b>Grants/Donations</b>	
Agency Contributions (\$500 per intern)	\$10,000
Charles H. Dater Foundation (pending)	\$25,000
John and Francie Pepper (pending)	\$35,000
Women of Excellence, Xavier University (pending)	\$5,000
 <b>University Contribution</b>	
Program Coordinator + Fringe Benefits @ 25% (In Kind)	\$5,625
Housing (In Kind)	\$0
Xavier University Funding	\$21,123
Carry over from Summer 2021	\$22,683
<b>TOTAL PROJECTED/ACTUAL INCOME</b>	<b>\$124,431</b>