

PSO HIGH SCHOOL SERVICE GRANT PROGRAM GUIDELINES: 2021-2022

1. Program Objective

- Offer financial assistance to student-team or school organization initiated service projects beyond the school budgeted allocation.
- Enable students to be servant leaders and experience the joy of helping others and serving our community
- Help students experience personal enrichment and the lifelong skills of leadership, organization and financial management.

2. Annual Provision

The PSO will approve up to 20 grants per year depending on the PSO budget for the year.

3. Types of Grants

- a. Seed Money Grants (SMG)
 - i. This grant is up to 1000 RMB*. Funds may be used to supply a service or fund-raising project. For example, purchase of baking supplies for a pancake breakfast fund-raiser to raise money for YEP.
- b. Sustainable Development Grants (SDG)
 - i. This grant is up to 2000 RMB. Funds may be used for items necessary for a service project that addresses one of the 17 UN Global Sustainability Goals. For example, purchase sewing machines and fabric to make quilts for an orphanage is linked to SDG 3: Good Health and Well-being (with the equipment returned to the PSO for future student use).

4. Service Project vs. Fund-Raising Project

- a. A service project is an initiative for others. It may be charity or assistance related. Money is not passed along to the identified beneficiary-organization, but instead, used to finance the production of or purchase the needed items (ie supplies to make blankets, give classroom supplies or books directly given to the beneficiary organization). Some examples of service projects may also be teaching a class, building infrastructure, conducting medical missions, tree planting.
- b. A fund-raising project is an activity that raises money and gives the money to an identified beneficiary organization. School-wide fund-raising projects must be for an established and recognized organization.

5. Grant Requirements

- a. The proponent must be students (3 or more), class or student organization-initiated service project (not parent initiated).
- b. The students, class or student organization must have a teacher or administrator advisor.
- c. The service project must have a sustainable impact for the beneficiaries (not a short term "fix", e.g. lunch or food for the day).
- d. A completed grant application form with a well-written proposal that conforms to the following guidelines (found at <http://www.concordiashanghai.org/psog> on the PSO page of the Concordia website).
- e. All service projects must conform to Concordia's standards and guidelines.
- f. Submit project proposals to psogrants@concordiashanghai.org which is directed to the PSO Grant Committee.
- g. Proposals must be submitted to the Grant Committee on or before the following Wednesdays to be discussed and clarified in time for the HS PSO Representative meeting.

Grant Proposal Due Date	HS PSO Rep Meeting Date
September 29	October 13
October 27	November 10
November 24	December 8
January 5	January 12
January 26	February 9
February 23	March 9
March 30	April 13

6. Restrictions

- Grants are not to be given in the form of a loan.
- Grants are not provided to parents of students.
- Grants are not provided to Concordia teachers or staff unless associated with a student/organization/class-initiated service project.
- Service projects funded by the grants are not meant to be short-term fixes but to have sustainable impact for the beneficiaries.
- Programs must be led by Concordia students.
- Each group is eligible for one grant per academic year.
- Grants will not be awarded retroactively.

7. Written Grant Proposal (include all of the following information in the grant application form)

- Name of applicants and contact emails.
- Name of teacher/administrator advisor and email.
- Names of students participating in the service project.
- Name/s of beneficiaries and details about them.
- Purpose and/or objective of the service project including
 - How will the direct beneficiary be helped
 - How will the indirect beneficiary be helped
 - Which of the Global Sustainability Goals is addressed
 - How does the project have a lasting effect
- Venue or where the service project will take place.
- Timeline or schedule of activities for project implementation and completion.
- Type of grant being requested and total amount RMB requested for the project.
- Detailed itemized project expenses or what the funds will be spent on for the service project.
- Any other relevant information the students feel would be helpful to the PSO Grant Committee when considering funding the proposal.
- Please note: If this is a fund-raiser, the beneficiary must be an approved Charity
- Agreement to the Terms and Conditions of the grant.
- Approval of the teacher/administrator advisor

8. Project Evaluation

- Within 30 days of the project completion, a project report must be submitted via email to psogrants@concordiashanghai.org. Student(s) may be invited to present their project results at the HS Division Representatives meeting. It shall contain documentation of accomplishments to its project objectives, photos of relevant activities and labelled receipts related to the expenses incurred.
- For any grant that is not completed, the students must: 1) provide a written explanation to the committee why it was not completed and 2) return all the unused funds to the PSO.
- Failure to submit the project report may disqualify the same students/class/student organization from eligibility for future grants.