

# S.E.R.V.E. Award Application & Guide

## ***Students Engaged in Research, Volunteerism, and Empowerment***

*Office of Research, Grants, and Sponsored Programs (ORGSP)*

*Lincoln Memorial University*

### **SECTION 1: Team Information**

*(This helps us understand who you are and who is supporting your project.)*

- **Team Name:** \_\_\_\_\_
- **Campus Affiliation (if any):**  
☐ Club   ☐ Athletics   ☐ Independent Group
- **Student Level:**  
☐ Undergraduate   ☐ Graduate
- **We affirm that, if awarded, we will still be in the above-stated student level at time of project execution (upcoming semester):**  
☐ Yes   ☐ No
- **Number of Team Members:** \_\_\_\_\_
- **Primary Contact Name:** \_\_\_\_\_
- **LMU Email:** \_\_\_\_\_
- **Phone Number:** \_\_\_\_\_

### **Faculty/Staff Mentor**

- **Name:** \_\_\_\_\_
- **Department:** \_\_\_\_\_
- **Email:** \_\_\_\_\_

## **SECTION 2: Team Roster**

*(We expect collaborative projects, so please identify all leadership members of your team, their email address, year in school, and major leadership role in project.)*

### SECTION 3: Project Narrative

*(This is the heart of your application. Each section below is designed to teach you how to build a strong grant narrative. Please use clear, specific examples and evidence.)*

#### A. Community Need Statement (300–500 words)

A strong proposal begins with understanding the problem. Please:

- Clearly identify the issue or challenge your project will address.
- Define the scope of the problem (Who is affected? How many people? Where?).
- Explain **why this issue matters now**.
- Support your explanation with **at least three credible sources** (e.g., government data, peer-reviewed research, nonprofit reports, or community surveys).

*Why we ask this:* Funders want to know that your project is rooted in real, researched need—not just good intentions. Your sources show you’ve done your homework.



**Include a reference list (APA or MLA format).**

## **B. Proposed Project Description (300–500 words)**

Describe the project your team will carry out. Please include:

- **Objectives:** What do you hope to achieve?
- **Activities:** What steps will you take, and on what timeline?
- **Roles:** Who on your team is responsible for each part?
- **Alignment:** How does your project connect to LMU's mission and values?
- **Evaluation:** How will you measure success (surveys, participation rates, testimonials, outcomes, etc.)?

*Why we ask this:* A strong plan shows that you know where you're going, how you'll get there, and how you'll know you've succeeded.



### **C. Sustainability & Growth (Optional but Recommended) (150-200 words)**

If this project is successful, could it continue beyond the award semester? Could it grow into something larger (e.g., with other funding, as a club initiative, or by training others)?

*Why we ask this:* Funders love to see projects that inspire long-term change. Even a short idea about sustainability makes your proposal stronger.



## SECTION 4: Budget & Justification

*(This is where you show us how you will use the \$1,000 responsibly.)*

[illegible]

**Budget Justification (250–500 words)**

For each item above, explain:

- Why it is necessary for the project.
- Why the cost is reasonable.
- How it will directly support your objectives.

*Why we ask this:* Funders want to know you can manage money well and spend it in a way that maximizes impact. A clear justification makes your request stronger and more credible.

## **SECTION 5: Signatures**

We certify that all information in this application is accurate, and we agree to abide by all program requirements. If selected, we agree to complete the project in the following semester and participate in all required trainings and reporting.

Team Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty/Staff Mentor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Submission Instructions**

Submit completed application (including all attachments) to:

**orgsp@lmunet.edu**

Subject Line: *S.E.R.V.E. Application*

**Fall applications are due by November 1 of each year (for start in the following spring semester), and spring applications are due by April 1 of each year (for start in the following fall semester).**