



THE CORELLA & BERTRAM F.
BONNER FOUNDATION

**PROPOSAL GUIDELINES FOR
ANNUAL BONNER LEADER ENDOWMENT ENRICHMENT FUND PROPOSAL**

Below are guidelines for submitting your annual Bonner Leader Program Endowment Enrichment Grant proposal. Your proposed budget can support any or all of the following program activities:

- [1] Orientation
- [2] First-Year Service Trip
- [3] Second-Year Service Exchange
- [4] Summer Service Internships
- [5] Local Summer Service Internships
- [6] Senior Bonner Intern
- [7] Travel Grant
- [8] Community Fund
- [9] Special Projects Fund

A description of each of these activities can be found below, along with directions for how that activity might be addressed in your proposal to the Bonner Foundation. We do expect that all of the activities described below will be part of your Bonner Program plans for the year, but we do not require that they be part of your proposed budget since they could be funded with other institutional resources.

Proposals should contain the following:

- Cover Letter from President or Senior Leader
- A. Proposal Background
- B. Budget Narrative
- C. Budget Report from Prior Year
- D. Proposal Budget Summary (one page)
- E. Attachments

Guidelines for Bonner Leader Program Proposal

A. Proposal Background

Please provide a brief description of your Bonner Leader Program and how it fits into your campus-wide community service efforts. Please include some highlights from your most recent program year. Please note that this text can come from your annual report to the Bonner Foundation; we ask for it here so for the benefit of other stakeholders who read this proposal.

B. Budget Narrative

Please describe your anticipated plans for the upcoming program year in each of the following categories, whether or not you are requesting Bonner Foundation funding to support the activity.

[1] *Orientation*

An orientation for new Bonner Leaders should be held for a minimum of one day and preferably off-campus and before the beginning of school. To qualify a school must have a minimum of five first-year Bonner Leaders enrolled in the program. *Please submit a draft agenda for the orientation.*

[2] *First-Year Service Trip*

A three to seven day service trip, which takes place outside the local region and in a place where students are able to encounter differences in culture. Often additional fundraising is required on the part of students to help pay for the cost of this trip. Although the Foundation encourages schools to plan these trips at the end of the school year, it can be scheduled anytime during the course of the school year or summer. *Please write a description of the service trip along with a draft budget if available.*

[3] *Second-Year Service Exchange*

Students in the second year of the Bonner Program are expected to participate in a service project with students from another college or university on a site other than the community where the guest school is located. A service exchange should be no less than a full day of service and/or training. *Please describe a potential service exchange and identify a possible school with you may partner.*

[4] *Summer Service Internships*

Travel and summer stipends are available for up to four students participating in full-time summer service organizations. Selections should be based on the quality of the student's performance as a Bonner, the relevance of the experience to the student developmental model, and the on-going nature of the relationship with the hosting organization.

[5] *Local Summer Service Internships*

Internships for two students to work at agencies and at the Bonner Program during the school year. These funds may cover summer living expenses, stipends and/or resources for the sponsoring community organization. *Please include job description(s) for the interns.*

[6] *Senior Bonner Intern*

Funds to support a student that is on track to graduate in the next 18 months. The Student will work full-time and serve a minimum of 10 hours a week. A Senior Bonner intern should be involved in the day-to-day operations for a Bonner Program as well as taking on leadership roles for specific initiatives. *Please include a job description detailing the activities and responsibilities of the senior intern.*

[7] *Travel Grant*

Funds are available to help a school attend Bonner Foundation gatherings, as well as other conferences and workshops that will assist the school in building a strong and integrated Bonner Leader Program.

[8] *Community Fund*

Funds are made available to community agencies that work with the Bonner Program. A selection process must be established and students are to participate in the evaluation and monitoring process.

[9] *Special Projects Fund*

Funds are available for special projects that further your Bonner Program and/or campus-wide community engagement goals.

C. Budget Report from Prior Year

Please include a budget report from the prior year (using template below):

School Name			
<i>Year-End Budget Report for Period Ending June 30, 202_</i>			
<i>Category</i>	<i>Budget</i>	<i>Actual</i>	<i>Balance</i>
[1] Orientation	\$	\$	\$
[2] First-Year Service Trip	\$	\$	\$
[3] Second-Year Service Exchange	\$	\$	\$
[4] Summer Service Internships	\$	\$	\$
[5] Local Summer Service Internships	\$	\$	\$
[6] Senior Bonner Intern	\$	\$	\$
[7] Travel Grant	\$	\$	\$
[8] Community Fund	\$	\$	\$
[9] Special Projects Fund	\$	\$	\$
TOTAL	\$	\$	\$

D. Proposal Budget Summary

Your proposal budget summary should be on a separate page. The header of that page should include your school name and the program year for the proposal budget. Each of the above budget categories should be listed along with the amount of the budget request for each. If you have carryover funds from the prior year, please include that at the top left of the page as follows:

School Name

Budget Proposal for Fiscal Year 202_-2_

Carryover from Prior Year: \$
Newly Available this Year: \$
***Total Available for This Year:* \$**

<u><i>Category</i></u>	<u><i>Budget</i></u>
[1] Orientation	\$
[2] First-Year Service Trip	\$
[3] Second-Year Service Exchange	\$
[4] Summer Service Internships	\$
[5] Local Summer Service Internships	\$
[6] Senior Bonner Intern	\$
[7] Travel Grant	\$
[8] Community Fund	\$
[9] Special Projects Fund	\$_____
TOTAL	\$