

**Carleton College**  
**MCAN Scholars Program**  
**Supplemental Grants for Summer Field Experiences**

**Background:** Carleton College gratefully acknowledges the genuine interest and generous support of the Multi-Cultural Alumni Network in establishing this grant program for students of color. In this inaugural year, eligibility is limited to students of color holding sophomore or junior class standing, as certified by the College Registrar.

- **Purpose:** This initiative is intended to support internships, research experiences, or other field-based opportunities of eligible applicants in fields that offer no compensation or compensation lower than the pro-rated equivalent of entry-level salary. The intent is to award successful applicants with supplemental grants sufficient to cover expenses and, to the extent possible, lost earnings necessary for any required portion of tuition and other costs needed to attend Carleton the coming academic year.

**Funding:** The grants will help defray expenses such as transportation to and from the site, local transportation, lodging and meals during the experiences, and a stipend to partially cover lost wages from a summer job (\$2,000 maximum), for a total grant not to exceed \$4,000. It is anticipated that during the early development of the MCAN Scholars Program, most grants will fall in the \$1,000-\$3,000 range, in order to support the costs of the greatest number of successful applicants. The process is competitive and will include review of proposals by faculty, staff, and alumni.

**Application Deadline:** Proposals must be submitted to the Career Center **on or before 5:00 PM on Tuesday, April 15, 2008.**

**Eligibility:**

- Grants are intended for students to use during the summer break. The duration of internships or other eligible field experiences must reach a minimum of five weeks and involve a minimum of 30 hours per week of work/service.
- Members of the Class of 2008 are not eligible.
- Sophomores and juniors of color are eligible.
- All applicants must be in good academic standing.
- The College must be able to certify that internships or other eligible field experiences fall under the auspices of a sponsoring organization (as distinct from an independent experience).
- Students of color holding neither U.S. citizenship nor permanent residency in the United States are eligible but must see Petra Crosby, Director of International Student Programs at Carleton, about visa requirements.
- Applicants may submit proposals while awaiting acceptance to or offers of internships or other eligible field experiences, but must yield funds should they not receive an offer that may be certified by the end of classes in spring term 2008.

**Selection:** Grants will be competitively awarded. A faculty/staff/alumni committee will review all applications and select students to be awarded grants based on the strengths of the proposals.

**Notification:** Students will be notified about the outcome of the selection process two weeks after the application deadline, and will have one week to accept or decline the grant offers. If a student does not accept a grant, an alternate will then be notified.

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## Application Process for MCAN Scholars Grants:

### Step 1:

#### Winter term: Identify, apply for and accept internship(s).

Apply to organization(s) sponsoring qualifying internships or other eligible field experiences you would like to do.

NOTE: Start EARLY on your application(s) because these programs and the most desired locations can fill up early, have long lead times, or require an extensive application process.

After you've located an internship (or more than one) that meet(s) the eligibility requirements listed above, and you have officially applied to the organization(s), the next step is to apply for funding by completing a proposal.

### Step 2:

**Complete a proposal** to secure funding for your internship by **no later than Tue., April 15, 2008.**

**Your proposal must include the following materials:**

#### 1. A cover sheet including:

- Your name and major
- Name of internship organization(s) to which you are applying and copies of your application to the organization(s)
- Location and all available contact information for each organization, including names and titles of the internship coordinators
- Paragraph (no more than 100 words) describing the internship.
- Name of one Carleton faculty recommender

2. **A brief statement** (no more than 500 words) exploring your qualifications for undertaking this work and the relationship of the internship to your future goals. Include a description of previous experience that is relevant and supporting in nature (if any).

#### 3. **Four attachments, including:**

- ✓ Unofficial transcript (contact the Registrar's Office; allow several days' lead time)- Attachment A
  - ✓ Budget Worksheet – Attachment B
  - ✓ "Bring Back" Internship Form- Attachment C
  - ✓ Letter of recommendation (which **MUST** be received by application deadline)- Attachment D
- (Note: It is your responsibility to ask a faculty member for a letter of recommendation. Please give the recommender a copy of your application materials and provide them with 30 days notice. If the recommender is not able to meet the deadline, please ask someone else.) It is your responsibility to see that the recommendation is received by the deadline.

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## Attachment B: Budget Worksheet

**Directions:**

- Use this document as a guideline for determining your internship budget estimates.
- **Attach budget worksheet to your proposal.**
- Note: Attachment A is your unofficial transcript

**Notes:**

- Grant recipients must sign an acknowledgement that funds received will be reported to the IRS.
- For information about health and travel insurance through Carleton, contact the Wellness Center

**Duration (number of weeks; minimum=5 weeks):** \_\_\_\_ . **Dates: from** \_\_\_\_ **to** \_\_\_\_ .

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Room Board and Transportation Costs**

**Room**

- Included in internship offer? yes / no
- Required of applicant \$ \_\_\_\_\_

**Board**

- Included? yes/no
- Required of applicant \$ \_\_\_\_\_

**Transportation**

- Included? yes/no
- Required of applicant (estimate) \$ \_\_\_\_\_
- Local transportation \$ \_\_\_\_\_
- Round trip airfare from: \_\_\_\_\_ \$ \_\_\_\_\_  
 to: \_\_\_\_\_

**Personal expenses**

- Passport, visa, photos, student ID card, etc. \$ \_\_\_\_\_
- SOS Health and travel insurance through Carleton College \$ \_\_\_\_\_
- Other expenses (specify) \$ \_\_\_\_\_
- Lost summer wages (max. of \$2,000) \$ \_\_\_\_\_

**TOTAL ESTIMATED COST OF INTERNSHIP**

*(Not to exceed \$4,000)* \$ \_\_\_\_\_

## Attachment C: “Bring-Back” Internship Form

Directions: Complete this form and attach it to your proposal.

Student Name: \_\_\_\_\_ Class Year \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Describe how you plan to ‘bring-back’ something of your experiences to the Carleton Community.** This could be an oral presentation, poster presentation, classroom or residence hall talk, PowerPoint slideshow, a photography exhibit, video, etc. Be creative!

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**It is expected that you will participate in a group poster session in the fall following your return from your internship.**

Will you be available? Yes \_\_\_\_\_ No \_\_\_\_\_

If not in fall, when? \_\_\_\_\_

**What resources will you need to help with your poster session and “bring back” presentation?**

Examples: laptop, overhead projector, funding for making native foods, etc.

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