Quick Guide: Eligibility & How to Apply for CCI Summer Funding

Funding Application Deadline: April 14, 2019

CCI is here to help students gain practical, “real-world” experience. Because many summer opportunities are unpaid or only offer small stipends, CCI provides grants on a competitive basis to help students with expenses related to unpaid experiences/internships.

CCI competitive grants available for Summer 2019

- $3000 Summer Internship Funding Grants
- $1000 First-Year Explore Grants
- $3000 Dance Festival Grants

Eligibility
In order to apply for funding, you and your internship must meet following criteria:

- You must have secured an internship offer AND accepted it.
- You may not apply for funding and then change internships (you may not substitute a new experience for the original one).
- You must submit an approved resume when applying for funding (deadline for resume approval is April 7). To avoid long lines, visit Quick Questions early. Approval may require more than one visit.
- First-Year Explore Grant experiences must last a minimum of four weeks and be at least 25 hours per week. You must have had an appointment with a CCI advisor to discuss plans prior to applying. (See FAQs for more detail.)
- Summer Internship Funding Grant experience must last a minimum of eight weeks and be at least 30 hours per week. An appointment with a CCI advisor to discuss your plans is strongly encouraged before applying for funding.
- You have not already received a $3000 CCI grant through the competitive grant process.
- If this is a self-designed project, your plans must include timelines, achievable goals, and a designated mentor.

Steps to take PRIOR to applying for funding

1. Confirm that you have met all criteria for eligibility (as outlined above).
2. Have resume approved by a CCI Peer Career Advisor by April 7.
3. Write a 750 word essay using essay prompts here.
4. Complete budget using the template provided here.
5. Complete funding agreement form here.
6. If your experience is outside the U.S., read FAQs and, if required, submit additional paperwork to the Global Operations Committee. Email clower@middlebury.edu if unsure about requirement.

How to apply for funding (do not start application until all steps above have been completed)

Once steps 1-6 above are complete, submit application. All questions marked in the application with an asterisk (*) are required.

1. Go to middlebury.joinhandshake.com and login with your Middlebury username and password.
2. Click the Career Center tab located on the upper ride side of the page.
3. Select Experiences to begin the Funding Request process.
4. From the blue menu bar, select Request an Experience and then select Experience Type, e.g. Arts. (Do not select CCI-Sponsored, Cohort Internship Grant, or Opportunity Grant options unless directed to do so by a CCI staff member.)
5. At end of application, click green “Request Experience” button, and then immediately upload your essay, resume, budget, and funding agreement form to the attachments section of Handshake (visible once you submit application). Do not submit zip files. Failure to upload these documents will result in your application being denied.
6. Complete Direct Deposit info at go/directdepositfunding (required for all students even if you already have a campus job).

Other important information:

- Applications evaluated on quality of essay, resume, financial need, realistic/practical budget, and engagement with CCI.
- Due to the volume of applications, incomplete applications will not be considered.
- All communications from CCI will come from Handshake emails. Failure to respond to questions or requests for additional information within 24 hours will result in your application being denied. You must check your Handshake notifications, as well as Junk AND Clutter email boxes daily.
- Funding decisions will be announced by 5:00pm on May 1 via a Handshake email.

For information, forms, and FAQs, visit go/summerfunding. For any questions not addressed in the above resources, please contact internships@middlebury.edu, Cheryl Whitney Lower, or visit a Peer Career Advisor at Quick Questions.