

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 right 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.