

QUICK GUIDE: CCI Summer Funding

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 2020

- \$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, accepted it, AND committed to it.
- You may not apply for funding and then change internships (exceptions may apply if your internship is cancelled).
- You must have a **résumé** ready to attach. If you would like a résumé reviewed, email it to ccipca@middlebury.edu. CCI can also help you create one. Note: Due to campus shut-down, résumés do NOT need to be CCI-approved this year.
- **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](#) on internship funding page for details.)
- **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 letter of recommendation from an advisor (over 25 years of age and not a family member) who has agreed to mentor and advise you in this project.

Steps to take PRIOR to applying for funding

1. Confirm that you have met all criteria for **eligibility** (as outlined above).
2. Have a **résumé** ready to upload. Note: Due to campus shut-down, résumés do NOT need to be CCI-approved this year.
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 until all steps above have been completed*) - **Deadline: April 13***

Once steps 1-6 above are complete, submit application by following the steps below. All questions marked in the Handshake 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. Select **Request an Experience** and then select the **Experience Type**, e.g. Arts, that matches the field of your internship. (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, résumé, 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 4 required documents will result in your application being denied.** *Note: Students proposing a self-directed project should also upload a letter of reference from the mentor/advisor who will oversee your project.*
6. **Complete Direct Deposit info at [go/directdepositfunding](#)** (required for all students even if you already have a campus job).

Other important information:

- Applications are evaluated on quality of essay, financial need, résumé, realistic/practical budget, and engagement with CCI.
- **Due to the volume of applications, incomplete or sloppy 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, FAQs, and *contingency deadline for delays related to COVID-19 situation, please visit [go/summerfunding](#).

For any questions not addressed in the above resources, please contact internships@middlebury.edu, [Cheryl Whitney Lower](#), or any [CCI Advisor](#).