The Initiative in Civic Engagement and Equity (ICE-E) Summer Internship Grant Program Application Form

Overview/ Purpose
The Initiative in Civic Engagement and Equity, (ICE-E), provides stipends of up to $5000 for UDC undergraduate students who are working at unpaid summer 2016 internships that promote equity. Such an internship would involve and encourage critical thinking about how our society works and action to address inequities.

The purpose of the stipends is to enable students, who might not otherwise have the financial means, to engage in one of the many unpaid internships in DC that promote the Initiative's guiding principle of ensuring equity for all. Such internships also provide excellent professional experience and opportunities for students to gain experience that will make them more competitive for further education and employment.

Criteria for Participation
Stipend awardees must:
• Be a full-time undergraduate UDC student during Spring 2016, taking at least 12 credit hours, in good academic and financial standing, and enrolled in courses for Fall 2016.
• Not be eligible to graduate prior to December 2016.
• Secure an unpaid internship with an organization located in the Washington, DC metropolitan area that works to promote social justice, fairness, and equity. (See possible internship sites at: http://www.udc.edu/docs/ice/Internship_List.pdf). The internship must be full-time (40 hours per week) and last for at least 8 weeks during Summer 2016, beginning on or just after June 1. On-campus internships are not eligible.
• Be willing to engage in at least 2 designated “Equity seminars”/leadership development activities during the eight week internship.

Application Process
Applications for summer 2016 ICE-E grants will be accepted starting February 26th and running until April 29, 2016. It is highly recommended that interested students obtain an internship placement and submit their applications as early as possible, to have the best chance to receive an award.

The ICE-E Review Committee will evaluate all applications. During the review period, an applicant may receive a request for an interview from the Review Committee. Applicants will be informed of the committee's decision via e-mail within two weeks of the application closeout date.

Applicants who are offered grants will have one week from date of notification to accept or decline the award.

Application Instructions:
Applications must include five items: (1) an up-to-date resume; (2) an official UDC transcript; (3) a signed copy of the internship offer letter on the company/organization's letterhead, (4) a letter of reference in a sealed envelope from a UDC faculty member, (5) the ICE-E grant application with essay attached.

All five items should be placed in one envelope and sent or delivered to:

Initiative in Civic Engagement and Equity
Bldg. 39, Suite 3011
University of the District of Columbia
4200 Connecticut Ave., N.W.
Washington, DC 20008

If you have any questions, or for more information, please contact Program Coordinator, Kimberly Wafer, at Kimberly.wafer@udc.edu or 202.274.7144.
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General Information:
Name (first, last): ___________________________________________ Student ID #/N: __________________________
Social Security # and/or National Tax #(NTN)______________________________
Current Address: _______________________________________________________________________________________
__________________________________________________________________________
Phone: _________________________(type: Cell or Home) E-mail: ______________________________________________

Academic Background:
College/School: ____________________________________ Major: _____________________________________
Classification (F, So, J, Sr): _________ Cumulative GPA: ___________
Number of Credits Enrolled Spring 2016:______ Expected date of graduation: _________________

Optional Information:
(The following information is for statistical purposes and will not be considered when awarding grants)
Year of Birth: _________Citizenship: _________________Country of origin:___________________
Race/Ethnicity: _____________________ Sex: Female Male

Additional Information:
How did you learn about the ICE-E grant program? Check all that apply:
___ A fellow student
___ A faculty member
___ My UDC
___ An ICE-E flyer or poster
___ An ICE-E event
___ Other:_______________________________

Have you ever previously applied for an ICE-E grant? yes___ no___
Did you receive an ICE-E grant last summer? Yes___ No ___ If yes, please include a half-page statement in your application.

Signature and Disclaimer
I certify that my answers to the above questions are true and complete to the best of my knowledge. I am in good academic, judicial, and financial standing at the University of the District of Columbia, and I will not be eligible to graduate prior to December 2016. If this application leads to the awarding of a grant, I agree to allow photographs of me and information about the internship to be included in announcements by the University. I agree to participate in the internship, the equity seminars, and the leadership development activities. I understand that false or misleading information may result in the revocation of my award.
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Signature: _________________________________________________ Date: ______________

Essay Question:
Please answer the following question in an essay that is no more than two pages long. Attach it to the application form. Be sure that your essay is typed in 12 point font, is 1.5 line spaced, has one-inch margins on all sides, and includes your name and essay title in the header on each page.

How will your internship better equip you to critically engage the world around you and provide you with the opportunity to make that world a more fair, just, and equitable one for the people of Washington DC?

**For more thinking on the subject of equity go to: http://inequality.org/ and http://www.clasp.org/resources-and-publications

Checklist for a complete application:
• Resume
• Transcript (official)
• Signed offer letter from the internship sponsor (On the organization’s letterhead)
• Application form with essay attached
• Reference letter in sealed envelope from a UDC faculty member who knows you well