

## Application for Conducting Outreach Programs through the Center for Child and Family Studies (CCFS)

1. Project Title: \_\_\_\_\_

2. Name of Applicant: \_\_\_\_\_

Title:     Graduate Student             HDFS Faculty     HDGG Faculty     UCD Faculty             Community Partner

3. Department/Organization: \_\_\_\_\_

4. Voice Phone & Email:    Voice: \_\_\_\_\_    Email: \_\_\_\_\_

5. HDFS Faculty Sponsor: \_\_\_\_\_

6. Key Project Personnel:  
(Note: Any changes in project personnel during the course of programming must be communicated to the CCFS Advisory Committee in a timely manner.)

Name	Qualification	Role on Project
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7. Number of CCFS staff requested to participate if available: \_\_\_\_\_

Number of non-CCFS staff and interns expected: \_\_\_\_\_

8. Must the existing facilities/space be modified during programming?            Yes            No

If yes, explain:

9. Duration of project :                      Begin date:                      End Date:  
(must be no longer than 12 months)
10. Can space be shared with other projects?      Yes              No
11. Abstract (500 word maximum):
12. Specific Aims of Program: Describes the program objective(s) and associated goal(s).
13. Program Overview:
- a) Purpose of the Program:
  - b) Description of Program (including the goals and delivery method):
  - c) Description of the target audience demographics (e.g. ages, ethnicities, socio-economic status, and any other relevant information):
  - d) Justification of need for target audience:
  - e) A referenced summary of the research and theory upon which the program is based
  - f) Lesson plans or outlines for any classes or workshops to be provided. Include the goals or objectives for each class session. In the case of curriculum that is already published, please provide the curriculum itself or a website where an overview can be accessed.
  - g) Any cost to participants
  - h) Any source(s) of funding. *Note: Any grant proposal submitted specifically for work to be done at the CCFS, with CCFS staff, or with CCFS endorsement must be approved by the CCFS Advisory Committee and the HDFS Chair before submission to the funding source. All grant proposals must include grant administration costs for the Department of Human and Community Development.*
  - i) An explanation of how diversity and non-discrimination will be addressed for participants and staff
  - j) Any other information relevant to the program's purpose, delivery or coordination with the CCFS.
14. List of Specific Requirements (e.g. space, equipment, time/day, other relevant needs)

Supplemental Materials:

- i. Evaluation plan and copy of your evaluation (including the questions required of CCFS outreach programs).
- ii. Acknowledgement Agreements for each lead project personnel signed and submitted with application
- iii. Agreements to Follow Guidelines for Outreach Programs Provided through CCFS signed and submitted with application