

**RBC Community Integrated Learning Grant Application**

Direct questions and the application to your **Internship Advisor**

Through competition, these grants support students who are completing a workplace integrated learning (WIL) work term in the community of at least 420 hours with a small business (<10 full time employees), non-profit, or charitable organization that cannot provide wages or compensation.

The purpose of these grants is to support uniquely valuable learning opportunities and contribute to making an impact on community. Students are the primary applicants of this funding and are required to consult with a WIL Advisor while completing this application to ensure the job description meets WIL requirements.

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Student ID Click here to enter text. | Today’s Date Click here to enter a date. |
| First Name Click here to enter text. | Last Name Click here to enter text. |
| Program Click here to enter text. | SIN\* Click here to enter text. |

\*provide SIN only if you have not already given that information to RRU

**ORGANIZATION INFORMATION**

|  |  |
| --- | --- |
| Organization Name Click here to enter text. | Address Click here to enter text. |
| Industry Sector Click here to enter text. | Organization Type Click here to enter text. |
| Number of Full Time Employees       | Website Address Click here to enter text. |
| Supervisor Name Click here to enter text. | Supervisor Title Click here to enter text. |
| Supervisor Email Click here to enter text. | Supervisor Phone Click here to enter text. |
| Internship Start Date Click here to enter a date. | Internship End DateClick here to enter a date. |

**DESCRIBE THE ORGANIZATION:** *What is the organization’s purpose or mission? Who are its primary clients? How does it deliver value, products, or services?* (max 600 characters)

Click here to enter text.

**JOB DESCRIPTION:** *What is the nature of the work you will be doing? Describe any deliverables required of the work term. How does the work you propose benefit the community? How will the business benefit from this opportunity? Describe possible positive impacts on your future career goal*. (max 1,000 characters)

Click here to enter text.

**DESCRIBE PERSONAL CHALLENGES** (if applicable). *Have you overcome exceptional personal challenges? For example, being the first in the family to attend university, living in a remote community with limited opportunities, former Youth in Care, or the child of a fallen soldier.* (max 450 characters)

Click here to enter text.

**DECLARATION**

If the grant is approved, the student and organization agree to set in place the 420-hour work term relationship described in this application. Any subsequent changes to the work term must first be approved by both a Career Learning and Development (CLD) Advisor and the Financial Aid & Awards to ensure the revised description fully meets the requirements of the WIL program and the grant funding.

**The organization** confirms that this work term fits the intention of this funding program: it addresses a need presented by a small business (<10 full time employees), nonprofit, or charitable organization; it provides a learning opportunity that would not otherwise be financially possible; and it adds benefit to the community served by the organization.

**The student** appreciates that the organization is providing a valuable investment of time and resources towards their education. The student agrees to complete an Impact Report at the conclusion of the work term. The student also agrees to contribute to enriching the grant program by engaging with the RBC Community Integrated Learning Grant recipient cohort to share their experiences and the broader impact of the grant program within RRU and with the public. For example, by writing a contributory blog post, participating in a discussion forum, etc.

**The student and organization** declare that there exists no conflict of interest. That is, the student is not a co-owner of the business, and neither a relative nor a current employee. They agree that RRU can disclose information provided in this application to RBC and that RRU can use it for the purpose of evaluating the program and its outcomes during and after the work term concludes. They also agree that RRU can post details about this work term, including the name of the student, proposed supervisor and organization on the university’s websites and associated social media, and that RRU may share information to publicize the RBC Community Integrated Learning Grant program. RRU's Privacy Policy is posted here http://policies.royalroads.ca /policies/privacy-policy

**All parties understand** that Royal Roads University (RRU) and RBC Royal Bank (RBC) are unable to assume liability for any losses including—but not limited to—accidents, illness, travel, or other losses that may occur during the work term. The student and organization agree that they are responsible for ensuring that activities related to this work term meet any university policies regarding health and safety requirements.

**STUDENT SIGNATURE**

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| --- |
| Name Click here to enter text. |
| Signature  | Date |

**ORGANIZATION DECISION-MAKER SIGNATURE**

|  |  |
| --- | --- |
| Name Click here to enter text. | Title/Position Click here to enter text. |
| Signature  | Date |

A CLD Advisor has reviewed the proposed job description and verifies that it will meet the academic expectations for a qualified educational experience.

**INTERNSHIP ADVISOR**

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| --- |
| Name Click here to enter text. |
| Signature  | Date |