



Campus Election Engagement Project (CEEP)

2016 Project Application

Who Can Apply: Any student, faculty, staff, or student organization from an Indiana Campus Compact (ICC) [partner institution](#) is encouraged to apply.

Project Overview: In partnership with Ohio Campus Compact and the Campus Election Engagement Project, ICC is helping colleges and universities around the state engage students in the 2016 election. Through this collaboration, we will help campuses inform and engage students about the upcoming election, develop new and innovative programming, and help engage students with their communities to create an impactful relationship.

Availability: ICC has funding to offer up to 8-10 campus mini-grants, up to \$1,000 each, to help defray the costs of campus voter engagement events, programs, and initiatives. Successful projects must: 1.) inform, mobilize, and engage students in the voting and election process; and 2.) include a community engagement component that reaches beyond the campus and connects students with the local community.

There will be no required cash match; however, it is encouraged to show campus support.

Preference will be given to applications that have developed a clear plan for their voter engagement efforts, offer a community benefit (beyond the campus community), and demonstrate financial need. Funds are awarded on a reimbursement basis only. Funds may be used for voter engagement projects occurring on or after September 23, 2016, and through November 9, 2016. All funds must be spent by November 9, 2016.

Timeline:

Applications Due: September 16, 2016

Funding Notification Date: September 23, 2016

Funding Start Date: September 23, 2016

Funding End Date: November 9, 2016

Project Report Due Date: December 16, 2016

Funding Source: Funding is provided by Ohio Campus Compact and the Campus Election Engagement Project.

Submitting Proposals: Please submit proposals in PDF format for peer review with official signatures to iccgrant@iupui.edu. **ATTN: CEEP/P.D.'s Last Name.**

For Questions: Contact Summer Sharp, Director of Grants and Operations, at 317-274-6500.



Campus Election Engagement Project (CEEP) Proposal Guide

Proposal Cover Page:

1. Complete the applicant/institution section:
 - a. The Fiscal Manager refers to the individual who is a designated financial signatory for the campus. The fiscal manager will fulfill the fiscal reporting requirements and manage all fiscal aspect of the grant.
 - * For all IU campuses, the fiscal manager will be the person who processes KFS fiscal documents in you department, NOT ORA.
 - * All Purdue campuses must use Purdue West Lafayette as the fiscal manager contact.
 - * All Ivy Tech campuses must use Ivy Tech Central Indiana as the fiscal manager contact.
2. Award Notification/Marketing: Please let us know if there are additional parties you would like notified of your grant award.
3. Signatures: Both the Project Director and Fiscal Manager must sign the application.

Narrative:

1. **Abstract:** Describe the “who, what, where, when, why, and how” of your proposed service project (not to exceed one page).
2. **Project Narrative:** Please use the following outline (not to exceed four pages):
 - a. Engagement and Collaboration
 - What specific campus activities are planned to allow students to get involved in the election process and become engaged in and informed about important election issues (e.g., student-led debates, forums, candidate information sessions, voter information sessions, etc.)? Must be non-partisan in nature.
 - If applicable, what specific campus activities are planned to encourage students to register to vote by October 11th (e.g., e-mail reminders, making registration forms available on campus, voter registration drives, etc.)?
 - How many on-campus individuals (students, faculty, staff, and administrators) and community members will this project impact?
 - How will students be involved in the planning and implementation of these programs and events?
 - Who will you partner with on campus to ensure cross-campus collaboration and involvement?
 - Who will you partner with in your local community to connect students with the community?
 - b. Education, Marketing and Outreach
 - What marketing, outreach, and communication strategies are planned to remind students to vote and become involved in the election process (e.g., marketing materials, social media platforms, e-mail communications, ride sharing, media outlets, etc.)?
 - c. Community Benefit
 - How will this project reach beyond the campus and community and offer a community benefit? Please describe any long-term benefits to this initiative.
3. **Budget:** Each applicant may apply for a grant up to \$1,000. Include a line item budget indicating how both grant and cash match funds are to be expended. Below is an example of how the line item budget should be structured. Should you be awarded less than the amount requested, will you still be able to implement your project? How will you obtain the remaining funds needed?

EEP SAMPLE BUDGET

Project Expense Detail:	Grant Funds	Total
Voter Registration Event Flyers	\$ 300	\$ 300
Voter Registration Event Food	\$ 700	\$ 700
Total Project Expense:	\$ 1,000	\$ 1,000



Campus Election Engagement Project (CEEP) Cover Page

Applicant/Institution Information:

Project Director: _____ Co-Project Director: _____
(Name and Title) (Name and Title) *student projects require a Faculty/Staff Co-Director

Email: _____

Institution: _____ Department: _____

Project Title: _____

Requested Project Dates: _____ Request Amount: \$ _____ Cash Match: \$ _____

Fiscal Manager: _____ Title: _____

Email: _____

Award Notification/Marketing:

In the event your project is funded, ICC will notify your President/Chancellor, the campus faculty, staff, and media liaison. Are there any additional parties you would like us to notify? Email: _____

How did you become aware of this funding opportunity? (*select all that apply*)

eBrief ICC staff email Twitter/Facebook

ICC website Other: _____

Signatures:

By signing below, the campus representatives certify to the best of their knowledge that the data in this application is true and correct and the terms and conditions have been read and dually accepted.

Project Director: _____

Fiscal Manager: _____



Indiana Campus Compact Grant Terms and Conditions – Election Engagement Project (EEP)

- **Allowable Grant Costs:** Grantee will only request funds which are directly associated with the development or implementation of the project such as:
 - Voter engagement marketing/promotion materials (flyers, t-shirts, etc)
 - Food costs
 - Project supplies (postage, printing, etc)
 - Travel costs related to mobilizing students for voter engagement
- **Non-allowable Grant Costs:** Grantee will not request funds that are indirectly related to the development or implementation of the project such as:
 - Personnel
 - Durable equipment costing more than \$100 (unless approved in writing by Indiana Campus Compact)
 - Payment for participants to do service (e.g. cash incentives, gift cards, etc)
 - Fundraising activities
 - Entertainment costs (e.g. tickets to recreational events, etc)
 - Supporting a particular candidate or candidates issue
- **Liability and Safety:** The Grantee must have adequate liability coverage for the organization, employees and participants, including coverage of participants engaged in on and off-site project activities. The Grantee must institute safeguards to ensure the safety of participants.
- **Grant Profiles:** Sponsor reserves the right to use your projects application and/or grant report as an example of past funded grants, grant stories, and grant application samples on the website and/or on other print/electronic materials.
- **Grant Award Payments:** Grants are on a **reimbursement basis only**; no upfront funds will be given. Grantees will charge expenditures to an Institutional account. Once all reporting requirements have been met, the Sponsor will reimburse the institution.
- **Grant Proposal Routing:** Grantee will route all grants through appropriate grant and fiscal offices in accordance to their institutions policy.
 - All IU campuses will route their application through their department head, NOT ORA.
 - All Purdue campuses will route their application through Purdue West Lafayette.
 - All Ivy Tech campuses will route their application through Ivy Tech Central Region.
- **Award Notifications:** Sponsor will notify you of grant decision by September 23, 2016. The Sponsor will also notify the institutions President/Chancellor, campus media, and the appointed ICC Networking Liaison.
- **Materials Produced with Grant Funds:** Materials produced with grant funds must acknowledge Indiana Campus Compact support. **The ICC style Guide** (attached) will provide parameters for the use of ICC logos, social media tags, etc.
 - Failure to include ICC on all/any of the referenced outlets will result in a loss of funding.
- **Changes in Project Proposal or Budget:** Grantee will notify ICC in writing regarding all changes in project design and/or budget.
- **Reports:** Grantees are required to submit reports in accordance with the Reporting Template provided when the project is awarded. All sections must be received to consider the project completed. The submission deadlines for project reports are provided in the project Award Letter.
- **Modifications to Award Letters:** Modification to award letters shall be in writing and will be signed by both the Sponsor and Grantee.
- **Individual Campus Policy:** You are responsible for following your campuses policies in regards to events involving elected officials and other political engagement. ICC will not ensure your application aligns with your campuses specific policies.



Indiana Campus Compact Style Guide

Logo

The Indiana Campus Compact logo must be used on any and all printed and/or electronic materials that result from an Indiana Campus Compact funded project, such as flyers, electronic invitations, event handouts, etc.

You may not alter the logos in any manner.

Download logo here – [Indiana Campus Compact logo -red](http://indianacampuscompact.org/indiana-campus-compact-style-guide/) (http://indianacampuscompact.org/indiana-campus-compact-style-guide/)

Publication type materials should include the disclaimer that states “Opinions or points of view expressed in this document are those of the author(s) and do not necessarily reflect the official position of Indiana Campus Compact.”

Press Releases

All press releases promoting an Indiana Campus Compact project must include information about the grant and credit Indiana Campus Compact as the funder. Please forward all press releases to Liza Blomquist at eldnewma@iupui.edu. Press releases must also include the About Indiana Campus Compact paragraph listed below:

About Indiana Campus Compact

Indiana Campus Compact (ICC) is a partnership of Indiana’s public, private, and community college higher education institutions focused on advocating, implementing, and improving service engagement, so that students graduate as well-informed, engaged and productive members of society, who are fully enabled to provide leadership and service that advances the public good in their communities. For more information, please visit www.indianacampuscompact.org.

Social Media

We encourage you to use social media to promote your Indiana Campus Compact funded project; any posts surrounding an ICC funded project must include the hashtag #INCompactNation and tag Indiana Campus Compact as follows:

- Facebook – @IndianaCampusCompact
- Instagram - @incampuscompact
- Twitter – @INCampusCompact