

Service Engagement Grants

REQUEST FOR PROPOSALS (RFP)

Who Can Apply: Students, professional staff, and adjunct and full-time faculty from all disciplines at Indiana Campus Compact (ICC) partner institutions are eligible to apply.

Grant Overview: The Service Engagement Grant program supports student, professional staff, or faculty projects that establish service engagement as a core component. Service Engagement Grant projects should support reciprocal partnerships between institutions of higher education and the community, strengthen student learning, increase the institutionalization of service-based engaged learning, and enhance the development of students, professional staff, and faculty.

Projects must focus on one of three following areas:

1. The Scholarship of Engagement (SOE) – for service learning course development, service learning research, or professional service with a local community agency.
2. Student Community Service (SCS) – for individual student or student group projects with the community, such as plunge experiences or national Days of Service events (ex: 9/11, MLK Day, Cesar Chavez Day, and Earth Day).
3. Listening to Communities Meetings (LTC) – for campus and community dialogues to develop implementation strategies for an engaged campus and community through reciprocal and sustainable partnerships.

Availability:

Award amounts are:

- SOE – \$2,250 (institutional cash match \$750) – **faculty and professional staff only;**
- SCS – \$500 to \$1,000 (institutional cash match of \$125-\$250) – **students only;**
- LTC – \$2,000 (institutional cash match \$500) – **faculty, professional staff, or administrators only.**

Grants are awarded on a reimbursement basis at the end of the grant term.

Timeline:

Applications are accepted once a quarter on the second Monday. Applications must be submitted at least six weeks prior to the project start date. A schedule of application due dates and project start dates are outlined below.

Application due date	Project start date cannot be before:
Monday, May 9, 2016	Monday, July 4, 2016
Monday, August 8, 2016	Monday, September 26, 2016
Monday, November 14, 2016	Monday, December 26, 2016
Monday, February 13, 2017	Monday, March 27, 2017
Monday, May 8, 2017	Monday, June 19, 2017

Submitting Proposals:

Please submit proposals in PDF format for peer review with official signatures to iccgrant@iupui.edu.

ATTN: Service Engagement Grant/P.D.'s Last Name

Funding Source:

Funding for the Service Engagement Grant is provided by The Lilly Endowment Inc. through Indiana Campus Compact's project, "Increasing Indiana Higher Education's Collective Impact on Communities: Campus and Community Partnerships to Advance the Public Good".

Service Engagement Grant Proposal

Application Type (choose one):

_____ SOE → SOE Focus Area: Teaching Research Service
(see page 3)

What is your discipline? _____

_____ SCS → SCS Issue Area? Education Poverty Environment Youth Initiative Health/Human Services
(see page 5)

Please specify issue area (homelessness, domestic violence, etc): _____

Student Graduation Date: _____

_____ LTC
(see page 7)

Applicant/Institution Information:

Project Director: _____ Co-Project Director: _____
(Name and Title) (Name and Title) *SCS requires a Faculty/Staff Co-Director

Email: _____

Institution: _____ Department: _____

Project Title: _____

Course Title (if applicable): _____

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

Fiscal Manager: _____ Title: _____

Email: _____

Have you been funded for an Indiana Campus Grant in the past? Yes* No

*If yes, please include an additional one page narrative describing the outcomes that have happened since that project.

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: _____

Scholarship of Engagement (SOE) Proposal Guidelines

Proposal Cover Page:

1. Complete the application type:
 - a. SOE applications must select the type of application.
2. Complete the applicant/institution section:
 - a. Be sure to refer to 1st page of the application for required cash match amounts.
 - b. 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 agent must be authorized to process various KFS fiscal documents.
 - * 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.
 - c. If you have received funding in the past for this or any other project, you must include a narrative of the outcomes since that grant has ended. If you have been give multiple grants in past, please reference you latest grant.
3. Award Notification/Marketing: Please let us know if there are additional parties you would like notified of your grant award.
4. Signatures: Both the Project Director and Fiscal Manager must sign the application. Electronic signatures are preferred.

Narrative:

1. **Abstract:** Briefly describe the proposed project (not to exceed one page).
2. **Project narrative:** Use the following outline (not to exceed 8 pages).
 - a. **Design:** Describe the proposed project, as it relates to one of the following three focus areas, clearly addressing the issues listed in the area below that will be the focus of the project:
 - Teaching:
 - Provide a clear rationale for why service should be integrated into the course.
 - Summarize the learning objectives of the course that will now become service learning objectives.
 - Describe the service activities in which students will be involved, and discuss how the community partner/s is involved as a co-creator of knowledge and instruction.
 - Describe the reflection activities you will structure to clearly link the service experience with the learning objectives of the course.
 - Provide evidence for the sustainability of the course after the grant period ends.
 - Research:
 - Provide a clear rationale for the community based research project which you will implement.
 - Provide a context for the project (ex: community issue or issue within the field of service learning)
 - Describe how the project relates to your discipline and how it might be integrated into your teaching and professional service.
 - Provide evidence for the sustainability of the project, should it extend beyond the grant period.
 - Describe how the results of your research will be communicated.
 - Service:
 - Describe the community issue/s that will be addressed and the method of identifying the issue/s.
 - Describe the service activities that will be performed.
 - Describe how this project relates to your pedagogical or disciplinary expertise, and how it might be integrated into your teaching and research.
 - Describe how the results of your projects will be evaluated and communicated.
 - b. **Impact:** Discuss the potential impact this project will have on:
 - student learning
 - furthering institutional and departmental goals toward institutionalization of service learning and community engagement
 - addressing community issues
 - advancing the field of community engagement and service learning as the pedagogy of engagement

- advancing your professional development and scholarship
- c. **Institutionalization:** Outline the goal to increase the visibility of institutionalizing service learning at your institution during the grant term that could lead to a sustainable effort of increasing faculty involvement in the pedagogy of engagement.
 - d. **Community Partnership:** Describe the community partnership/s and the role of representatives in the design and implementation of the project.
 - e. **Inter-Campus Partnership (answer only if it applies):** Articulate what the inter-campus partnership will involve, including the roles of each campus.
3. **Timeline:** The implementation timeline should indicate target dates for completion of project activities, as well as other details pertinent to the project.
 4. **Letters of support:** Two letters of support are required. One letter of support must be from the applicant’s academic dean, specifically addressing how this project supports the goals of the school or department. The second letter of support must be from the community agency representative who will serve as a partner, specifically addressing his/her role in the creation of the project and how the organization will benefit from the project. More than two letters of support are encouraged.
 5. **Budget:** Each applicant may apply for a grant of up to \$2,250. The institution must provide a *minimum* cash match of \$750. Cash match must come from the institution and not a community partner or other source. 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.

SOE Sample Budget

Project Expense Detail:	Grant Funds	Cash Match	Total
Faculty Stipend, 3% of salary	\$ 1,000	\$ 0	\$ 1,000
Supplies (printing, postage)	\$ 400	\$ 0	\$ 400
National conference (hotel, airfare, registration)	\$ 850	\$ 750	\$ 1,600
Total Project Expense:	\$ 2,250	\$ 750	\$ 3,000

Student Community Service (SCS) Proposal Guidelines

Proposal Cover Page:

1. Complete the application type:
 - a. SCS applications must include the student graduation date.
2. Complete the applicant/institution section:
 - a. Be sure to refer to 1st page of the application for required cash match amounts.
 - b. 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 agent must be authorized to process various KFS fiscal documents.
 - * 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.
 - c. If you have received funding in the past for this or any other project, you must include a narrative of the outcomes since that grant has ended. If you have been give multiple grants in past, please reference you latest grant.
3. Award Notification/Marketing: Please let us know if there are additional parties you would like notified of your grant award.
4. Signatures: Both the Project Director and Fiscal Manager must sign the application. Electronic signatures are preferred.

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:** Based on “The Five Elements of Thoughtful Service,” respond to the following (not to exceed three pages):
 - a. Community Voice:
 - Describe how individuals (community agencies and/or individuals) have been involved in the designing and implementation of the project.
 - b. Education, Orientation, and Training:
 - Discuss how volunteers will be educated about the social issue the community faces.
 - Discuss how volunteers will be oriented about the mission/vision of the community partners involved in the project.
 - Describe how you will train volunteers for service, including who will be involved in the volunteer training.
 - c. Meaningful Action:
 - Describe the specific service activities volunteers will do.
 - Describe how the volunteers will know that the service they provide is important.
 - Describe the expected impact of the service.
 - Discuss the long-term implications of the service.
 - d. Reflection:
 - Discuss the opportunities volunteers will have reflect upon their service experience, using the framework of What? (What occurred?), So What? (What does it mean?), and Now What? (What does this mean for future actions?).
 - How will you help volunteers integrate their service experience into their everyday lives, education, and professional goals?
 - e. Evaluation:
 - Discuss how you will evaluate the effectiveness of the service project, including what will be different in the community as a result of your project.
 - Discuss how you will measure the impact on student learning.
 - Discuss what tools you will use for your evaluation and how you success will be indicated.
 - f. Inter-campus Service Projects (only):
 - Discuss the involvement of each campus.
 - Describe the future impact of inter-campus collaborations.
 - Discuss the campus and community benefit of engaging multiple campuses in this community service project.
3. **Letter(s) of Support:** Two letters of support are required. One letter should come from the collaborating community agency that is supporting project efforts. The second letter should be from a faculty/staff member who will serve as the Co-Project Director.

4. **Budget:** Each applicant may apply for a grant ranging from \$500 to \$1,000. The institution must provide a minimum cash match of \$125 to \$250 (25% of request). Cash match must come from the institution and not a community partner or other source. 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?

SCS SAMPLE BUDGET

Project Expense Detail:	Grant Funds	Cash Match	Total
_____ Trees _____	\$ _____ 800 _____	\$ _____ 0 _____	\$ _____ 800 _____
_____ Supplies (printing, postage) _____	\$ _____ 200 _____	\$ _____ 250 _____	\$ _____ 450 _____
 Total Project Expense:	 \$ _____ 1,000 _____	 \$ _____ 250 _____	 \$ _____ 1,250 _____

Listening to Communities (LTC) Proposal Guidelines

Proposal Cover Page:

1. Complete the application type:
2. Complete the applicant/institution section:
 - a. Be sure to refer to 1st page of the application for required cash match amounts.
 - b. 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 agent must be authorized to process various KFS fiscal documents.
 - * 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.
 - c. If you have received funding in the past for this or any other project, you must include a narrative of the outcomes since that grant has ended. If you have been give multiple grants in past, please reference you latest grant.
3. Award Notification/Marketing: Please let us know if there are additional parties you would like notified of your grant award.
4. Signatures: Both the Project Director and Fiscal Manager must sign the application. Electronic signatures are preferred.

Narrative:

1. **Project Narrative:** Use the following outline (double-spaced, not to exceed two pages):
 - a. Purpose:
 - Discuss the community issue (s) this meeting will address
 - How were the community issues identified?
 - b. Invitees:
 - How have you chosen the community partners and college/university representatives you intend to invite?
 - How have you worked with them in the past and/or how have they worked together?
 - Are the relationships such that there is the potential for follow-up with them in the future? What kind of follow-up might take place?
 - c. Facilitator(s):
 - a. Who will be the meeting facilitator(s) and what were the selection criteria?
 - b. Please make explicit who will facilitate which portions of the meeting if you are using multiple facilitators.
 - d. Agenda:
 - Include a complete agenda for your meeting. We recommend at least 4 hours with significant amount time dedicated to a facilitated discussion and small-group time for community members to explore what they need and how your institution(s) can meet those needs. Explicit expectations need to be defined and addressed.
 - a. How did the community participate in planning this meeting?
 - e. Partnering with other ICC Campuses:
 - a. If there are multiple Indiana Campus Compact partner institutions in your community, address why you have or have not chosen to partner with them for this meeting.
 - f. Follow-Up:
 - a. How do you intend to use the information you get from the meeting?
 - b. With whom will you share the meeting documentation?
 - c. How will the partnerships and projects you have in place or are developing lend themselves to acting on what you learn?
2. **Timeline:** Please include the timeline for inviting potential participants, planning and preparing for the event, and anticipated post-event follow up.
3. **Community Partner Representative List:** Please include invitees' names, organizations, titles, and email addresses (if available). Be sure to include representatives of relevant county Community Foundation organizations in your invitation list. Please note that foundation staff, for-profit entities, and governmental representatives cannot receive a stipend for attending. Stipends should be paid to nonprofit representatives only.
4. **College/University Representative List:** Please include invitees' names, departments, campuses, titles, and email addresses (if available). Please note that college/university representatives cannot receive a stipend for attending. Stipends should be paid to nonprofit representatives only.

5. **Budget:** Each applicant may apply for a grant of up to \$2,000. The institution must provide a *minimum* cash match of \$500. Cash match must come from the institution and not a community partner or other source. 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.

LTC SAMPLE BUDGET

Project Expense Detail:	Grant Funds	Cash Match	Total
Non-profit Stipend, 25 @ \$75	\$ 1,000	\$ 500	\$ 1,500
Facilitator	\$ 200	\$ 0	\$ 200
Lunch	\$ 800	\$ 0	\$ 500
Total Project Expense:	\$ 2,000	\$ 500	\$ 2,200