



HIGH-IMPACT COMMUNITY ENGAGEMENT PRACTICES

July 2019 – June 2022 Request for Proposals

Revised March 2021

Overview and Program Goals

The Indiana Campus Compact **High-Impact Community Engagement Practices** funding opportunity will support the development and implementation of a high-impact community engagement learning practice (Hoy & Johnson, 2013). These types of activities can include both curricular (first-year seminars, capstone courses, global learning, internships, service-learning courses, undergraduate research course, and writing intensive courses) and co-curricular (common intellectual experiences, learning communities) experiences (Longo & Gibson, 2016) that also incorporate an intentional emphasis community-engagement practices—e.g., place, humility, integration, depth, development, reflection, teams, capacity building, impact orientation, evidence, learning, mentors, and sequence (Hoy & Johnson, 2013). Funded projects will support strong reciprocal community-campus partnerships that strengthen student learning, and further support a culture of community engagement within the institution.

The overall goals of the program include:

1. Increase the number of high-quality, place-based experiences designed to support the development of college students at Indiana Campus Compact partner institutions into the next generation of civic leaders and community-minded professionals.
2. Support faculty through the implementation of high-impact community engagement teaching practices (Hoy & Johnson, 2013) that address community identified concerns.
3. Increase the number of authentic (Mitchell, 2008) reciprocal community-campus partnerships designed to strengthen student learning, further support a culture of community engagement within the institution, and/or work towards systemic community change.

The **High-Impact Community Engagement Practices** grant will support projects lasting six- to 12-months in length, as determined by the Principal Investigator(s). Recipients will receive access to an online repository of resources to support their work, and will have the opportunity to engage in a one-on-one consultation session with Indiana Campus Compact staff during the development and/or implementation of the project.

The recipient will:

1. Teach/instruct a high-impact community engaged learning experience (Hoy & Johnson, 2013). This experience could be envisioned as a curricular or co-curricular experience as described by Hoy & Johnson (2013).
2. Develop a new, or enhance an existing community-campus partnership in a manner that fosters an authentic (Mitchell, 2008) and reciprocal relationship.
3. Incorporate a member(s) of the partnering community organization (or individual community members) as a co-instructor(s) for the experience (Eisenhauer, Marthakis, Jamison, & Mattson, 2011).
4. Make progress towards producing traditional (e.g., academic publications, conference presentations, etc.), creative works (e.g., public art, exhibition, etc.), and/or educational and public resources (e.g., program evaluation, training materials, community assessment tools, etc.) for dissemination.
5. Meet all agreed upon project deadlines and submit a final report outlining progress toward identified goals and objectives.

Eligibility

The **High-Impact Community Engagement Practices** grant is open to the following individuals at [Indiana Campus Compact partner institutions](#):

- Faculty from any discipline, and of any rank (e.g., pre-tenure, post-tenure, non-tenure, etc.) or employment status (e.g., full-time, part-time, adjunct, continuing lecturer, instructor of practice, etc.)
- Community engagement professionals (Dostilio, 2017) (e.g., student affairs staff, academic affairs staff, institutional research staff)
- Graduate students (full- or part-time) from any discipline

Project Duration, Availability, and Funding

Project Duration and Availability

Funded projects will last between six- and 12-months as determined by the Principal Investigator(s). All projects must be completed by May 31, 2022.

Indiana Campus Compact has funding to award 10 **High-Impact Community Engagement Practice** grants for the 2021–2022 funding cycle. Grants will be awarded to faculty, community engagement professionals, and graduate students at partner institutions across Indiana.

Project Funding

- Grant award amounts are **up to \$4,000** from Indiana Campus Compact
- Institutions are required to provide a minimum cash match of \$1,000, or 25% of the grant award amount.

Funding is awarded on a reimbursement basis. Refer to the [Grant Terms and Conditions](#) for additional reimbursement requirements.

Application Timeline, Routing and Submission Process

Application Timeline

Proposals are accepted once per quarter on the second Monday of the quarter. Projects **must start** at least **seven weeks after** the application due date, as indicated below. All project **must** be completed by Tuesday, May 31, 2022.

2021–2022 Remaining Application Dates

Proposal Due Date	Funding Notification	Earliest Project Start Date	Latest Project End Date
Monday, May 10, 2021	Friday, June 18, 2021	Monday, June 28, 2021	Tuesday, May 31, 2022
Monday, August 9, 2021	Friday, September 17, 2021	Monday, September 27, 2021	Tuesday, May 31, 2022
Monday, November 8, 2021	Friday, December 17, 2021	Monday, December 27, 2021	Tuesday, May 31, 2022
Monday, February 7, 2022	Friday, March 18, 2022	Monday, March 28, 2022	Tuesday, May 31, 2022

Institutional Internal Routing

Applicants are responsible for ensuring their application has been routed through, and approved by, their granting offices (e.g., sponsored program, contracts & grants, or other similar offices) in accordance with their university's policies for obtaining grants prior to submitting the application to Indiana Campus Compact. Any application not approved by the applicant's granting office, or properly routed will not be funded.

Submission Process

All applicants will be expected to submit their full proposal using the [Indiana Campus Compact Engagement Portal](#). All narratives and budget worksheets are required to be uploaded as either Adobe PDF (.pdf), Microsoft Word (.doc or .docx) or JPEG (.jpg) file types. Multiple files may be uploaded in a Zip (.zip) folder.

We require each Principal Investigator to create their own individual account for submissions. General accounts created by contract and grants offices will not be accepted.

All submissions must be completed in one sitting, the system is not able to save incomplete applications for completion at a later date. Detailed instructions on how to create a user profile in the [Indiana Campus Compact Engagement Portal](#) can be found on the [Indiana Campus Compact website](#).

Details on the requirements for each component of the full proposal can be found in the [Proposal Guide](#) on [pages 4 to 6 of this guide](#).

The following items are to be uploaded as a single document:

1. Project abstract
2. Proposal narrative
3. Project timetable
4. Assessment Table
5. Additional appendices as appropriate

The following items are to be uploaded as individual documents:

1. Marketing Statement
 2. Budget narrative
 3. Indiana Campus Compact Fiscal Form
 4. Principal Investigator biography
 5. Principal Investigator headshot—high resolution JPEG file
 6. Co-Principal Investigator biography (as appropriate)
 7. Co-Principal Investigator headshot—high resolution JPEG file (as appropriate)
- All documents are to be saved using the following format: HICEP.PI Last Name.document.pdf or HICEP.PI Last Name.docx (e.g., HICEP.Doe.Proposal.pdf or HICEP.Doe.Fiscal.pdf)

Award Terms

The Principal Investigator must seek, in writing, approval from Indiana Campus Compact for any significant changes in the project scope, research protocol(s), or budget prior to implementing changes.

Indiana Campus Compact reserves the right to use your project's application and/or grant report as an example of successfully funded projects on the website and/or other print/electronic materials.

Any data and/or results derived from the project shall be the joint property of grantee and Indiana Campus Compact. Neither party will be required to report or account to the other for its use of data and/or results and each shall be free to use data and/or results for any lawful purpose.

By submitting a proposal, you are agreeing to the above stated terms and conditions. In addition, you are agreeing to [Indiana Campus Compact's Terms of Service, Online Privacy, and Non-Discrimination notices](#).

If selected for an award, the Principal Investigator(s) and their employing institution will be required to sign an Award Letter indicating acceptance of Indiana Campus Compact's [Grant Terms and Conditions](#).

Questions

Direct question to Laura Weaver, Director of Professional Development and Engaged Learning at laura@incampuscompact.org.

Funding Source

Funding for this program is supported by a grant from Lilly Endowment Inc. to Indiana Campus Compact.

About Indiana Campus Compact

Indiana Campus Compact is a 501(c)(3) non-profit partnership of Indiana's public, private, and community college higher education institutions focused on advocating, implementing, and improving community engagement efforts 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. Indiana Campus Compact is an affiliate of National Campus Compact, headquartered in Boston, Massachusetts.

References

- Beckman, M., & Wood, D. (2016) The role of community-based research in achieving community impact. In M. Beckman, & J. F. Long (Eds.), *Community-based research: Teaching for community impact* (pp. 33 – 49). Sterling, VA: Stylus.
- Benenson, J., Hemer, K. M., & Trebil, K. (2017). Supporting student civic learning and development. In L. D. Dostilio (Ed.), *The community engagement professional in higher education: A competency model for an emerging field* (pp. 161–178). Boston, MA: Campus Compact.
- Dostilio, L. D. (2017). The professionalization of community engagement: Association and professional staff. In T. D. Mitchell, T. Eatman, & C. Dolgan (Eds.), *The Cambridge handbook of service learning and community engagement* (pp. 370–384). Cambridge, England: Cambridge University Press.
- Eisenhauer, M. J., Marthakis, N. B., Jamison, J. R., & Mattson, M. (Eds.). (2011). *Charting the course for service-learning: From curriculum considerations to advocacy. A faculty workbook*. Indianapolis, IN: Indiana Campus Compact.
- Hoy, A., & Johnson, M. (2013). Future possibilities: High-impact learning and community engagement. In A. Hoy, & M. Johnson (Eds.), *Deepening community engagement in higher education: Forging new pathways* (pp. 273–281). New York, NY: Palgrave Macmillan.
- Mitchell, T. (2008). Traditional vs. critical service-learning: Engaging the literature to differentiate two models. *Michigan Journal of Community Service Learning*, 14(2), 50–65.

Requirements for the Full Proposal

Formatting

Proposals must adhere to formatting guidelines of the current edition of the Publication Manual of the American Psychological Association (APA Style Guide), and include a reference page and appendices where appropriate. Any applications that are not double spaced, use Times New Roman font, and include page numbering throughout may be rejected.

Project Title and Applicant Information

The Principal Investigator will enter the following information directly into [Indiana Campus Compact's Engagement Portal](#) when submitting the proposal.

1. Project Title
2. Project Start Date—*refer to the Application Timeline on page 2 of this guide*
3. Project End Date—*refer to the Application Timeline on page 2 of this guide*
4. Grant Funds Requested—*dollar amount, maximum of \$4,000*
5. Institutional Cash Match Provided—*dollar amount, minimum of 25% of requested amount*

The following information is required for the Principal Investigator and any Co-Principal Investigator:

1. Full name
2. Academic institution
3. Professional title
4. Department or unit
5. Email address
6. Business phone number
7. Biography—*300 words or less, uploaded as an individual document*
8. Headshot—*uploaded as a high-resolution JPEG file*

The following information is required for the Fiscal Manager* and the Grant Manager[†]:

1. Full Name
2. Professional title
3. Email address

*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.

[†]The Grant Manager refers to the individual who oversees the institutional grant process. This individual is typically in your institution's post-award department. The PI cannot serve as the Grant Manager.

Project Marketing Statement

The project marketing statement is uploaded as an individual document (file) within the [Indiana Campus Compact Engagement Portal](#) during the submission process. It is to be formatted as indicated above and include the Project Title, and the Principal Investigator(s) name(s) and institution(s).

Proposal Marketing Statement—not to exceed 500 words

A brief overview of the proposed project and its importance to general public. If this project is funded, this statement will be used in media releases and by Indiana Campus Compact. This statement should include the following components:

1. A minimum of two quotes from a variety of relevant stakeholders (e.g., from the Principal Investigators on the significance of the project, from the community partner on the impact to the community, from an institutional administrator on the relevance to the field as a whole).
2. How the project partners with local community partners (or members) in an authentic way and/or how students are involved either the planning or implementation of the project.

Proposal Narrative and Supplemental Documents

The proposal abstract, narrative and other supplemental documents are uploaded as a single document (file) within the [Indiana Campus Compact Engagement Portal](#) during the submission process. This document should be formatted as indicated above, and include the Project Title, and the Principal Investigator(s) name(s) and institution(s).

Proposal Abstract—*not to exceed 500 words*

A summary description of the proposed project, including intended outcomes and outputs. This statement should be in alignment with abstracts submitted for academic conferences and/or peer-reviewed publications.

Project Narrative—*not to exceed eight pages, excluding references*

1. **High-Impact Community Engagement Practice:** Describe how you plan to expand your current pedagogical practice in order to move beyond traditional forms of teaching/leading and incorporate at least one high-impact community engagement practice. Be sure to include the following:
 - a. the type of high-impact community engagement practice you plan to implement, and whether this is a curricular or co-curricular experience;
 - b. which of the “community engaged practices” (Hoy & Johnson, 2013) you will be intentionally integrating into the experience and how these practices are imagined;
 - c. the identified community need(s) or social concern(s), and how they were collaboratively identified;
 - d. how, if applicable, you have intentionally involved other area institutions of higher education in this project;
 - e. the student (and/or professional) learning outcomes that are connected to the community-based experience; and
 - f. the specific community-based and reflection activities, and how these are intentionally connected to the curricular or co-curricular student learning and/or civic development outcomes (Benenson, Hemer, & Trebil, 2017).
2. **Community-Campus Partnership:** Describe the reciprocal and authentic community-campus partnership that will be developed and/or strengthened by this project. Be sure to include the following:
 - a. the community partner organization and how you became associated with them;
 - b. the mission of the partnering community organization;
 - c. the ways in which you will foster an authentic and reciprocal relationship with your community partner; and
 - d. the role(s) your community partner and/or individual community members have and will play in the project, including how they will be involved as co-instructors.
3. **Cultivating a Culture for Community Engagement:** Describe how this project can help to foster a culture for community engagement at your institution. Please include the following:
 - a. your role in furthering a culture for community engagement within your department and/or the institution; and
 - b. the strategies you will use to mentor and recruit others to develop high-impact community engagement learning experiences.
4. **Dissemination and Sustainability:** Describe the plans for sharing the outcomes of this project with a broader audience, and you plans for sustaining the initiative beyond the funding period. Be sure to include the following:
 - a. how you will promote the project and its outcomes to campus and community stakeholders;
 - b. how this program will further support your professional development goals and work as an engaged scholar;
 - c. identify at least one scholarly product—e.g., traditional, creative works, and/or educational/public resource—that could be produced and disseminated based on this project and a potential venue for dissemination; and
 - d. how you plan to sustain this project beyond the funding cycle.

Assessment Strategies—*not to exceed one page, excluding the Assessment Table*

1. **Outputs, Outcomes, and Potential Impact**
 - i. Describe the anticipated outputs, outcomes, and potential long-term impact (Beckman & Wood, 2016) of the community engagement experience on student civic development and how each will be assessed.
 - ii. Describe the anticipated outputs, outcomes and potential long-term impact (Beckman & Wood, 2016) of the community engagement activity(ies) for to the community organization and the broader community.
2. **Assessment Table:** Complete the table below for the anticipated outputs, outcomes and potential long-term impacts (Beckman & Wood, 2016), identified in each section of the Project Narrative. *Please add additional rows as you see fit.*

Output/Outcome/Impact:		
Activity	Evidence (reflection, artifact, data)	Assessment Technique

Output/Outcome/Impact:		
Activity	Evidence (reflection, artifact, data)	Assessment Technique

Project Timetable—*not to exceed one page*

Include a timetable for your project. The timetable for the project is to outline the major components of the project and should include start and end dates and a brief description/details each activity.

Budget and Budget Justification

The budget narrative and fiscal request form are uploaded as individual documents. The budget narrative should be formatted as indicated above and include the Project Title, and Principal Investigator(s) name(s) and institution(s).

- Budget Narrative:** Briefly outline the anticipated expenses and how they support the project—*not to exceed one page*.
- Fiscal Request Form:** Proposals **must** include the Indiana Campus Compact Fiscal Request Form, see Appendix A. All requests must adhere to the Grant Terms and Conditions regarding allowable and non-allowable funding requests.

SAMPLE BUDGET

ITEM	COST BASIS	GRANT	CASH MATCH	TOTAL
Faculty supplemental pay	2% of \$80,000	\$ 600.00	\$ 1,000.00	\$ 1,600.00
Student assistant stipend	1 @ 5 hours/week @ \$13/hour; 14 weeks	\$ 910.00	---	\$ 910.00
Community partner stipend	1 @ \$500 each	\$ 500.00	---	\$ 500.00
Regional conf. lodging	2 nights @ \$125	\$ 350.00	---	\$ 350.00
Regional conf. travel	400 miles @ .55/mile	\$ 220.00	---	\$ 220.00
Regional conf. registration	2 registrations @ \$225	\$ 450.00	---	\$ 450.00
Project implementation	Supplies for community event	\$ 230.00	---	\$ 230.00
Project implementation	Books for comm participants (30 @ \$15)	\$ 450.00	---	\$ 450.00
Project implementation	Food for community event	\$ 220.00	---	\$ 220.00
Project implementation	Paper, printing for marketing and evaluation	\$ 70.00	---	\$ 70.00
	Total:	\$ 4,000.00	\$ 1,000.00	\$ 5,000.00
	Total Amount Request:	\$ 4,000.00		

Letters of Support

Each letter of support is to be uploaded as individual documents. Letters of support are to be submitted on institutional/organizational letterhead, unless submitted by a community member.

The following two **Letters of Support** are required:

- Senior Administrator:** All applicants must include a letter of support from a senior-level administrator (e.g., department chair, school or college dean/dean of students, provost/vice chancellor for academic affairs, vice president for student affairs) at your institution. This letter should specifically address how this project supports the goals of the department and/or institution;
- Community Partner:** The second letter of support must be from the community organization that will serve as a partner and will benefit from the project.

Applicants may submit additional Letters of Support, although only two are required. If more than three letters are to be submitted, any letters beyond three must be uploaded as a single .pdf or .zip file.

Signatures

The Principal Investigator will digitally sign the grant portal submission form. The Fiscal Manager and Principal Investigator will sign the Fiscal Request Form prior to it being uploaded.

Your digital signature will represent, to the best of your knowledge, that the information you provided is true and correct and that you have agreed to the 2019-2022 Indiana Campus Compact Grant Terms and Conditions. It signifies that the application has been routed through and approved by your institution's granting offices in accordance with your institution's policies for receiving grant funds. It confirms that you have provided all the required information and documents, and that failure to provide complete information may result in denial of funding. In addition, you are agreeing to Indiana Campus Compact's Terms of Service, Online Privacy, and Non-Discrimination notices.



Appendix A Indiana Campus Compact Fiscal Form

Please complete the following fiscal form and upload it with your request for funding. Please save a copy of this form to include with reports if the project is funded

Principal Investigator: _____ Institution: _____

Proposal Title: _____

- Grant Type:
- High-Impact Community Engagement Practices
 - Strengthening Communities
 - Actualizing a Culture for Community Engagement
 - Research *With* and *About* Community Engagement
 - Faculty Fellows/Senior Faculty Fellow
 - Electoral Engagement Grant
 - Curriculum Development Fellow

Project Expense Detail:	Cost Basis:	Grant:	Cash Match:	Total:
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
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_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
	Total	\$ _____	\$ _____	\$ _____
	Reimbursement Request	\$ _____		

All receipts for grant funded expenditures and documentation of grant cash match amounts must be attached to reports.

Invoice #: _____ (your institutions invoice number, required during reporting)

Principal Investigator _____ Fiscal Manager: _____