

## Service Engagement Grants

July 2017 – June 2019 Proposal

**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 (e.g. 9/11, MLK Day, Cesar Chavez Day, and Earth Day).
3. Listening to Communities Meetings (LTC) – for campus and community dialogues that provide a forum for community partners to self-identify their assets and needs and determine implementation strategies for reciprocal partnerships between community and campus.

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

**Timeline:**

Proposals accepted once a quarter on the second Monday. Project must start as least six weeks after the application due date (e.g. if you apply in August, your project should not start until the end of September). Outlined below is a schedule of application due dates.

Monday, August 14, 2017  
Monday, May 14, 2018  
Monday, February 11, 2019

Monday, November 13, 2017  
Monday, August 13, 2018

Monday, February 12, 2018  
Monday, November 12, 2018

**Submitting Proposals:**

Please submit proposals in PDF format with official signatures to [iccgrant@iupui.edu](mailto: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

**Proposal Type (choose one):**

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

SCS → SCS Issue Area?  Education  Environment  Health/Human Services  Poverty  Youth  
(see page 5) Student Graduation Date: \_\_\_\_\_

LTC  
(see page 6)

**Demographic/Institution Information for all proposal types:**

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

Institution: \_\_\_\_\_ Department: \_\_\_\_\_

Institutional Email: \_\_\_\_\_ Permanent Email: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Project Title: \_\_\_\_\_

Course Title (if applicable): \_\_\_\_\_

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

Fiscal Manager\*: \_\_\_\_\_ Email: \_\_\_\_\_

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

\*If yes, please include the additional requested information found in the narrative section.

**Award Notification/Marketing:**

If funded, ICC will notify your President/Chancellor, campus liaisons, and institutional media contact. 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)

Colleagues  Newsletter  Social Media  ICC Staff  ICC website

**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 dually accept the [terms and conditions](#).

Project Director: \_\_\_\_\_

Fiscal Manager: \_\_\_\_\_

\*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.

• All IU proposals must route through IU Bloomington. • All Purdue proposals must route through Purdue University • All Ivy Tech proposals must route through Ivy Tech Central.

## Scholarship of Engagement (SOE) Proposal Guidelines

### Narrative:

1. **Abstract:** Briefly describe the proposed project (not to exceed one page).
2. **Project narrative:** Proposals must use the outline below (not to exceed eight pages, excluding references). Describe the proposed project, as it relates to one of the following three focus areas:

#### Option One - Teaching:

- **Justification:** Provide a clear rationale for integrating service learning into the course.
- **Learning Objectives:** Summarize the learning objectives of the course which will become service-learning objectives.
- **Activities:** Describe the service activities in which students will be involved, and discuss how the community partner(s) will be involved as co-creator(s) of knowledge and instruction for the students.
- **Reflection:** Describe the reflection activities you will structure to clearly link the service experience with the learning objectives of the course.
- **Evaluation:** Provide information on how you will evaluate the success of this project.
- **Sustainability:** Provide evidence of the sustainability of this course.
- **Impact:** Discuss the impact your project will have on student learning.
- **Professional Advancement:** Describe how this project will further your professional development and scholarship.
- **Institutional Advancement:** Provide evidence of how this project advances the departmental and institutional goals on institutionalization of service learning and community engagement. Outline how this project increases the visibility of service learning on your campus.
- **Community Involvement and Impact:** Describe the relationship you have with the community partner and how they were involved in developing this course. Discuss the impact this project will have on your community partner's work.
- **Timeline:** Include a timeline of the project, indicating target dates for key project activities and a completion date. Project must not exceed one year.
- **Recognizing Sponsors:** Please include a short paragraph on how you plan to recognize ICC and other sponsors.
- **Inter-Campus Partnership, if applicable:** Describe the collaboration between your campus and other local campuses; include the roles of each campus.
- **Past Grant Narrative, if applicable:** If you have been funded for any Indiana Campus Compact grant in the past year, please provide a short (no more than 200 words) narrative that includes; a.) past project title, b.) year in which grant took place, c.) continued impact of project since last report, and d.) a listing of scholarly conferences at which you have presented, academic publications you have produced, etc. as a direct result of this grant.

#### Option Two - Research:

- **Justification:** Provide a clear rationale for the community based research and what issues it will address (ex: community issue or issue within the field of service learning)
- **Research:** Provide a clear description for the project.
- **Evaluation:** Provide information on how you will evaluate and disseminate the results of the research.
- **Sustainability:** Provide evidence to show how this research will create a sustainable solution to the issue you are researching.
- **Impact:** Discuss the impact your project will have on student learning.
- **Professional Advancement:** Describe how the research relates to your discipline and furthers your professional development. Describe how you might integrate components of the research into your teaching and professional service.
- **Institutional Advancement:** Provide evidence for how this project advances the departmental and institutional goals on institutionalization of service learning and community engagement. Outline how this project increases the visibility of service learning on your campus.
- **Community Involvement and Impact:** Describe the relationship you have with the community partner and how they were involved in developing this research project. Discuss the impact this project will have on your community partner.
- **Timeline:** Include a timeline of the project, indicating target dates for key project activities and a completion date. Project must not exceed one year.
- **Recognizing Sponsors:** Please include a short paragraph on how you plan to recognize ICC and other sponsors.

- Inter-Campus Partnership, if applicable: Describe the collaboration between your campus and other local campuses and include the roles of each campus.
- Past Grant Narrative, if applicable: If you have been funded for any Indiana Campus Compact grant in the past year, please provide a short (no more than 200 words) narrative that includes; a.) past project title, b.) year in which grant took place, c.) continued impact of project since last report, and d.) a listing of scholarly conferences at which you have presented, academic publications you have produced, etc as a direct result of this grant.

Option Three - Service:

- Justification: Provide a clear description of the community issue(s) this project will address and how you identified those issues.
  - Activities: Clearly describe the service activities you and/or the students will perform.
  - Evaluation: Provide information on how you will evaluate the success of the project.
  - Sustainability: Provide evidence for how the service will provide sustainable results for the community partner.
  - Impact: Discuss the impact your project will have on student learning.
  - Professional Advancement: Describe how this project will further your professional development and scholarship, relates to your pedagogical or disciplinary expertise.
  - Institutional Advancement: Provide evidence of how this project advances the departmental and institutional goals on institutionalization of service learning and community engagement. Outline how this project increases the visibility of service learning on your campus.
  - Community Involvement and Impact: Describe the relationship you have with the community partner and how they were involved in developing this project. Discuss the impact this project will have on your community partner.
  - Timeline: Include a timeline of the project, indicating target dates for key project activities and a completion date. Project must not exceed one year.
  - Recognizing Sponsors: Please include a short paragraph on how you plan to recognize ICC and other sponsors.
  - Inter-Campus Partnership, if applicable: Describe the collaboration between your campus and other local campuses; include the roles of each campus.
  - Past Grant Narrative, if applicable: If you have been funded for any Indiana Campus Compact grant in the past year, please provide a short (no more than 200 words) narrative that includes; a.) past project title, b.) year in which grant took place, c.) continued impact of project since last reported, and d.) a listing of scholarly conferences at which you have presented, academic publications you have produced, etc. as a direct result of your past funding.
3. **Budget:** Proposals must include the Indiana Campus Compact Fiscal Request form (page 7). Budgets must not exceed \$2,250 and contain an institutional provided cash match of at least \$750. The cash match must come from the institution and not from other sources; in-kind contributions are not consider a cash match. You can find our allowable and non-allowable budget items in our [terms and conditions](#).

**Sample Budget**

Item	Cost Basis	Grant	Cash Match	Total
Faculty Stipend	3% of Salary	\$2000	\$1000	\$2000
National Conference	airfare	\$250	\$0	\$250
Supplies	printing	\$0	\$50	\$50
<b>Total:</b>		<b>\$2,250</b>	<b>\$1,050</b>	<b>\$2,300</b>
<b>Total Grant Request:</b>		<b>\$2,250</b>		

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.

## Student Community Service (SCS) Proposal Guidelines

### Narrative:

1. **Abstract:** Briefly describe the proposed project (not to exceed one page).
2. **Project Narrative:** Please use the outline below (not to exceed three pages).
  - **Justification:** Provide a clear rationale, discuss the need for this service project and how you identified those needs.
  - **Community:** Describe your campus's relationship with the community partner and how they were involved in designing the service project.
  - **Activities:** Describe the service activities in which your volunteers will be involved, identifying the population receiving service.
  - **Reflection:** Describe the reflection activities that clearly link the service experience to the volunteer's knowledge of how important service is. How might the volunteers integrate their experiences into their everyday lives, education, and professional goals?
  - **Evaluation:** Provide information on how you will evaluate the success of this project and what tools of evaluation you will use.
  - **Impact:** Discuss the impact your project will have on student learning.
  - **Sustainability:** Provide evidence for how the service will provide sustainable results for the community.
  - **Training:** Discuss how the volunteers will be educated about the social issues the community faces, how volunteers will be educated about the community partner's mission/vision, and how volunteers will be trained for the service they are involved in.
  - **Community Involvement and Impact:** Describe the relationship your campus has with the community partner and how they were involved in developing this project. Discuss the impact this project will have on your community.
  - **Timeline:** Include a timeline of the project, indicating target dates for key project activities and a completion date.
  - **Recognizing Sponsors:** Please include a short paragraph on how you plan to recognize ICC and other sponsors.
  - **Inter-Campus Partnership, if applicable:** Describe the collaboration between your campus and other local campuses; include the roles of each campus.
  - **Past Grant Narrative, if applicable:** If you have been funded for any Indiana Campus Compact grant in the past year, please provide a short (no more than 200 words) narrative that includes; a.) past project title, b.) year in which grant took place, c.) continued impact of project since last report, and d.) if applicable, a listing of scholarly conferences at which you have presented, academic publications you have produced, etc. as a direct result of your past funding.
3. **Budget:** Proposals must include the Indiana Campus Compact Fiscal Request form (page 7). Budgets must not exceed \$1,000 and contain an institutional provided cash match of at least 25% of the total grant request. The cash match must come from the institution and not from other sources; in-kind contributions are not consider a cash match. You can find our allowable and non-allowable budget items in our [terms and conditions](#).

### Sample Budget

Item	Cost Basis	Grant	Cash Match	Total
Trees	50 x 20ea	\$850	\$150	\$1,000
Food	\$10pp x 10	\$100	\$50	\$150
Supplies	printing	\$50	\$50	\$100
<b>Total:</b>		<b>\$1,000</b>	<b>\$250</b>	<b>\$1,250</b>
<b>Total Grant Request:</b>		<b>\$1,000</b>		

4. **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.

## Listening to Communities (LTC) Proposal Guidelines

### Narrative:

- Project Narrative:** Please use the outline below (double-spaced, not to exceed two pages):
  - Justification:** Provide a clear description of the issues this project will address and how those issues were identified by the community partners.
  - Community Partnership:** Discuss the relationship you have with the community partners and clarify how they will have a voice in expressing their needs during the planning of this meeting.
  - Invitees:** Discuss how the community members, agency heads, and institutional representatives who will attend this meeting were chosen. Please include a list of invitees and include their name, organization, title, and email address (if available)). \* Please note: foundation staff, for-profit entities, and governmental representatives cannot receive a stipend for attending. Only nonprofit representatives are eligible to receive stipends.
  - Facilitator(s):** Identify the meeting facilitator (s), indicating who is responsible for what if multiple facilitators are utilized.
  - Agenda:** Include a complete agenda for your meeting. We recommend at least 4 hours with a significant amount of 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 in your agenda.
  - Collaborating with other ICC Campuses:** We would like to understand how you are working together with other institutions to meet the needs of your shared community. If there are multiple Indiana Campus Compact partner institutions in your community, address why you have or have not chosen to collaborate with them for this meeting.
  - Follow-Up:** Discuss your plan to disseminate information gathered from the meeting. Discuss each step that will be taken by the institution to address the needs of the community, as identified above. How will the partnership you have in place allow you to act on what you learned?
  - Recognizing Sponsors:** Please include a short paragraph on how you plan to recognize ICC and other sponsors.
  - Timeline:** Please include the timeline for inviting potential participants, planning and preparing for the event, and anticipated post-event follow up. If possible an ICC representative will attend the meeting.
  - Past Grant Narrative,** if applicable: If you have been funded for any Indiana Campus Compact grant in the past year, please provide a short (no more than 200 words) narrative that includes; a.) past project title, b.) year in which grant took place, c.) continued impact of project since last report, and d.) a listing of scholarly conferences at which you have presented, academic publications you have produced, etc. as a direct result of your past funding.
- Budget:** Proposals must include Indiana Campus Compact Fiscal Request form (page 7). Budgets must not exceed \$2,000 and contain an institutional provided cash match of at least \$500. The cash match must come from the institution and not from other sources; in-kind contributions are not considered a cash match. You can find our allowable and non-allowable budget items in our [terms and conditions](#).

Sample Budget				
Item	Cost Basis	Grant	Cash Match	Total
Community Rep	5x\$200ea	\$500	\$500	\$1,000
Food	\$15ppx100	\$1,500	\$0	\$1,500
	<b>Total:</b>	<b>\$2,000</b>	<b>\$500</b>	<b>\$2,500</b>
	<b>Total Grant Request:</b>	<b>\$2,000</b>		

