



# STRENGTHENING COMMUNITIES

## July 2019 – June 2022 Request for Proposals

### Overview and Program Goals

The Indiana Campus Compact **Strengthening Communities** grant supports a wide range of community engagement experiences from episodic place-based projects to regional Indiana-based plunge experiences, to short-term on-going co-curricular community engagement activities, to training and advocacy initiatives addressing systemic community issues. Project are to be designed in such a way that participants are able to further develop a deeper understanding of civic learning and democratic engagement, including the skills and concepts necessary to implement such activities and develop into future civic leaders and civic minded professionals. Additionally, projects should seek to further the development of high-quality community-campus partnerships in which all partners are able to transcend self-interest as a means of seeking mutual benefit and embracing what Enos and Morton (2003) describe as a “larger definition of community” (p. 25).

The overall goals of the program include:

1. Implementation of 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. 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 work towards systemic community change.
3. Support grant recipients in the implementation of a broad range of community engagement experiences to further their self-identified professional community engagement goals.

The **Strengthening Communities** grant will support projects lasting from two- to nine-months as determined by the Principal Investigator(s). Recipients 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. Develop a community engagement experience ranging from a one-time place-based experience to a short-term on-going activity, or a training/advocacy program designed around student civic development concepts (Benenson, Hemer & Trebil, 2017).
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 or members of the partnering community organization (or individual community members) as a co-facilitator for the experience (Eisenhauer, Marthakis, Jamison, & Mattson, 2011).
4. Meet all agreed upon project deadlines and submit a final report outlining progress toward identified goals and objectives.

### Eligibility

The following individuals at Indiana Campus Compact partner institutions are eligible to apply.

- 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 professional (Dostilio, 2017) (e.g., student affairs staff, academic affairs staff, etc.)
- Undergraduate\* or graduate students (full- or part-time) from any discipline  
*\*Undergraduate student applicants are required to have a faculty, community engagement professional, or graduate student co-principal investigator to serve in an institutional administrative support role.*

### Project Duration and Funding

Funded projects will last two- to nine-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 **Strengthening Communities** grants per year, for a total of 30 grants during the three-year funding cycle. Grants will be awarded to faculty, community engagement professionals, and students at partner institutions across Indiana.

- Grant award amounts are up to \$1,200

- Institutions are required to provide a minimum cash match of \$360, or 30% of the grant award amount.

Funding is awarded on a reimbursement basis. Grantees will receive reimbursement upon submission of required reports.

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

## Application Timeline and Routing

### 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.

Proposal Due Date	Funding Notification	Earliest Project Start Date	Latest Project End Date
<b>Monday, May 13, 2019</b>	Friday, June 21, 2019	Monday, July 1, 2019	Tuesday, December 31, 2019
<b>Monday, August 12, 2019</b>	Friday, September 20, 2019	Monday, September 30, 2019	Tuesday, March 31, 2020
<b>Monday, November 11, 2019</b>	Friday, December 20, 2019	Monday, December 30, 2019	Tuesday, June 30, 2020
<b>Monday, February 10, 2020</b>	Friday, March 20, 2020	Monday, March 30, 2020	Wednesday, September 30, 2020
<b>Monday, May 11, 2020</b>	Friday, June 19, 2020	Monday, June 29, 2020	Tuesday, December 31, 2020
<b>Monday, August 10, 2020</b>	Friday, September 19, 2020	Monday, September 28, 2020	Wednesday, March 31, 2021
<b>Monday, November 9, 2020</b>	Friday, December 18, 2020	Monday, December 28, 2020	Wednesday, June 30, 2021
<b>Monday, February 8, 2021</b>	Friday, March 19, 2021	Monday, March 29, 2021	Thursday, September 30, 2021
<b>Monday, May 10, 2021</b>	Friday, June 18, 2021	Monday, June 28, 2021	Friday, December 31, 2021
<b>Monday, August 9, 2021</b>	Friday, September 17, 2021	Monday, September 27, 2021	Thursday, March 31, 2022
<b>Monday, November 8, 2021</b>	Friday, December 17, 2021	Monday, December 27, 2021	Tuesday, May 31, 2022
<b>Monday, February 7, 2022</b>	Friday, March 18, 2022	Monday, March 28, 2022	Tuesday, May 31, 2022

### Application Routing

All applications should be routed through the appropriate office on the applicant's campus. Applicants will be responsible for obtaining the appropriate approvals prior to submission.

The following partner institutions **must** route their proposal through the following offices:

- Indiana University (Bloomington, Kokomo, East, South Bend, and Southeast) must route their application through Indiana University's Contract and Grants office.
- Purdue University campuses (Purdue University, Purdue University Fort Wayne, and Purdue University Northwest) must route their application through Purdue University's Sponsored Programs office.
- Ivy Tech Community College campuses (any campus) must route their application through the Ivy Tech Community College's Central Indiana Grants Office

## Award Terms

Upon acceptance of the award, the Principal Investigator and their employing institution will be required to sign an Award Letter indicating acceptance of [Indiana Campus Compact's Grant Terms and Conditions](#). Indiana Campus Compact must be notified in advance of and approve any significant changes to project or research protocols.

## Application Process and Requirements

### Submission Process for the Full Proposal

All applicants are required to submit their **Full Proposal** using the Grant Application Portal, which will be available in May 2019. The proposal narrative, all supplemental documents, and budget worksheets must be uploaded as either an Adobe PDF (.pdf) or Microsoft Word (.doc, or .docx) file type.

Proposal documents are required to be double spaced and not to exceed the page limits indicated below.

Complete proposals must include the following components:

### Requirements for the Full Proposal

#### 1. Principal Investigator Contact information:

Contact details for the institution and the following individuals will be entered directly into the application portal:

- Principal Investigator(s)
- Fiscal Manager

See Appendix A for a sample of the demographic information that will be collected in the application portal.

#### 2. Project Abstract (*not to exceed 500 words*)

A brief overview of the project and the intended outcomes and outputs.

**3. Project Narrative** (*not to exceed eight pages, excluding references*)

- a. **Community-Campus Partnership:** Describe the reciprocal and authentic community-campus partnership which will be developed and/or strengthened by this project. Be sure to include the following:
  - i. the community partner organization and how you became associated with this organization;
  - ii. the mission of the partnering community organization;
  - iii. the ways in which you will foster an authentic and reciprocal relationship with your community partner;
  - iv. the identified community need(s) or social concern(s), and how these were collaboratively identified; and
- b. **Community Engagement Experience:** Describe the community engagement experience. Be sure to include the following:
  - i. the type of community engagement experience this project will be designed around (e.g., episodic place-based project, plunge/alternative break experience, training workshops);
  - ii. the student (participant) learning outcomes, including any student civic development outcomes, that are connected to the community-based experience;
  - iii. the specific activities (community-based and reflection) participants will be engaged in and how these activities are connected to the learning objectives/outcomes for the experience;
  - iv. 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;
  - v. how, if applicable, you have intentionally involved other area institutions of higher education in this project;
- c. **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:
  - i. your role in furthering a culture for community engagement within your department and/or the institution; and
  - ii. strategies you will use to mentor and recruit others to develop community engagement experiences.
- d. **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:
  - 1. the communication/public relations strategies you will use to promote the project and its outcomes to stakeholders;
  - 2. how this program will further support your professional development goals and work as an engaged scholar; and
  - 3. how you plan to sustain this project beyond the funding cycle.

**4. Assessment Strategies** (*not to exceed 1 page, excluding the Assessment Table*)

- a. **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.
- b. **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 ( <i>reflection, artifact, data</i> )	Assessment Technique

  

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

**5. Letters of support:** The following two letters of support are **required**:

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

- a. **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;
- b. **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.

\*More than two letters of support are encouraged.

## 6. Budget and Justification:

- Budget Narrative:** Briefly outline the anticipated expenses and how they support your project (*not to exceed one page*).
- Fiscal Request Form:** Proposals must include the Indiana Campus Compact Fiscal Request Form, see Appendix B. 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
Community partner stipend	1 @ \$200 each	----	\$ 200.00	\$ 200.00
Project marketing materials	printing, social media advertising	\$ 200.00	----	\$ 150.00
Transportation to project	campus vehicles - 4@50 each	\$ 200.00	----	\$ 150.00
Project implementation supplies	loves, seeds, dirt,	\$ 400.00	\$ 160.00	\$ 300.00
Project reflection & assessment	Printing, flip charts, pens,	\$ 400.00	----	\$ 70.00
	<b>Total:</b>	<b>\$ 1,200.00</b>	<b>\$ 360.00</b>	<b>\$ 1,560.00</b>
	<b>Total Amount Request:</b>	<b>\$ 1,200.00</b>		

## Questions

Direct question to Laura Weaver, Director of Programs and member Development at [weaverla@iupui.edu](mailto:weaverla@iupui.edu).

## 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.



## Appendix A – Sample Demographics

### Strengthening Communities

This appendix provides a sample of the information collected through our grant portal. Please be prepared to provide this information when submitting your request for proposal.

#### Principal Investigator Information *(individual who is applying for the grant)*

- First and Last Name
- Professional Title
- Institution
- Institutional Department
- Institutional Phone
- Institutional Email
- Personal email (must not match institutional email)
- Permanent address (must not match institutional address)
- Professional Bio (limited to 300 words; uploaded as either an Adobe PDF (.pdf) or Microsoft Word (.doc, or .docx) file type)
- Professional Headshot (provided as an uploaded document, must be 300 dpi .jpeg)

#### Co-Principal Investigator Information *(individual who is applying for the grant)*

- First and Last Name
- Professional Title
- Institution
- Institutional Department
- Institutional Phone
- Institutional Email
- Personal email (must not match institutional email)
- Permanent address (must not match institutional address)
- Professional Bio (limited to 300 words; uploaded as either an Adobe PDF (.pdf) or Microsoft Word (.doc, or .docx) file type)
- Professional Headshot (provided as an uploaded document, must be 300 dpi .jpeg)

#### Proposal Information

- Proposal Title
- Project Dates
- Grant Funds Request Amount (grant dollars only, not including cash match dollars)
- Institutional Cash Match provided

#### Fiscal/Grant Manager

- Fiscal Manager First and Last Name
- Fiscal Manager Institutional Email  
\*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.
- Grant Manager First and Last Name (if different from the Principal Investigator or Fiscal Manager)
- Grant Manager Institutional Email (if different from the Principal Investigator or Fiscal Manager)  
\*The Grant Manager refers to the individual who is overseeing the grant process and submitting required reports.

#### Signatures

The Principal Investigator will digitally sign the grant portal submission form. The Fiscal Manager and Principal Investigator will sign the uploaded fiscal form.

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](#).

\*Please note, although request for proposals for the following campuses must be routed through their central office we require each Principal Investigator to create their own individual account for submissions. General accounts by Contract and Grants office will not be

accepted.

- Indiana University (Bloomington, Kokomo, East, South Bend, and Southeast) must route their application through Indiana University's Contract and Grants office.
- Purdue University campuses (Purdue University, Purdue University Fort Wayne, and Purdue University Northwest) must route their application through Purdue University's Sponsored Programs office.
- Ivy Tech Community College campuses (any campus) must route their application through the Ivy Tech Community College's Central Indiana Grants Office



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# Appendix B

## Fiscal Form

SRW will insert once final forms have been PFD'd