

2019-2022 Indiana Campus Compact Grant Terms and Conditions

Grant Funding

Allowable Grant Costs

Grant funds may only be used on direct expenses associated with the development/implementation of the project. Allowable expenses include:

- Stipends
 - Community partner staff (or individual community members) stipends/honorary payments as a means of compensation for expertise/knowledge shared, time invested, work/research done, scholarship (traditional academic, creative works, or educational or public tools) co-produced and/or resources used throughout the project.
 - University or college Community Engagement Professionals (professional staff) and faculty stipends as a means of compensation for time invested, work/research done, and/or scholarship (traditional academic, creative works, or educational or public tools) produced.
 - Student stipends, or institutional scholarships, as a means of compensation for work (e.g., peer mentoring, project design and implementation assistance) and/or research done, and/or scholarship (traditional academic, creative works, or educational or public tools) co-produced throughout the project.
- Marketing and Public Awareness
 - Printing for flyers, publications, etc., only when charges can be tracked to the specific project
 - Advertisements specifically related to project, only when charges can be linked to the specific project (this includes social media boosts and advertisements)
 - Apparel with the Indiana Campus Compact logo included, up to 10% of the requested grant funds
- Project supplies & Equipment
 - Printing and copying, only when charges can be tracked to the specific project
 - Equipment with no more than a 1 year useful life and/or under \$100, must be specifically related to the project
 - Books/Publications specifically related to the project activities and when used as project supplies
- Travel, must be specifically related to the project and/or dissemination of scholarly work related to the project
 - Registration
 - Accommodations
 - Mileage
 - Vehicle rental
 - Fuel reimbursement
 - Per Diem
- Hospitality, up to 50% of requested grant funds
 - Third party space rental for off-campus facilities
 - Meals for meetings and/or events specifically related to the project
 - Fees for equipment use, where there is commonly a charge for usage

Non-allowable Grant Costs

Grant funds may not be requested for indirect expenses. Non-allowable expenses include:

- Travel
 - Any registration costs for events hosted by Indiana Campus Compact
- Project supplies & equipment
 - Equipment with a useful life of more than 1 year and/or over \$100, unless otherwise approved by Indiana Campus Compact in writing
 - Computer software, unless otherwise approved by Indiana Campus Compact in writing
 - Office equipment (copiers, fax machines, etc.)
 - Computers/Tablets
 - General office supplies (pens, paper, etc.)
- Incentives
 - Payments to participants to take part in project activities (gift cards, fuel cards, cash incentives)
- Entertainment
 - Any costs associated with, directly or indirectly, entertainment such as event or show tickets and entrance fees
- Fundraising
- Memberships & subscriptions
 - Memberships/subscriptions to any civic or community organization, country club, or social/professional organization

- Marketing and Public Awareness
 - Apparel over 10% of the requested grant funds
 - Advertisements that cannot be linked to the specific project (this includes social media boost and advertisements)
 - Contact Management Platforms (iContact, Mail Chimp, etc.)

Cash Match

- Institutions will provide a cash match toward the development or implementation of the project as outlined in each grant application. This must be provided from the institution and not an outside source. Indirect costs and in-kind contributions are not considered a cash match. Appropriate documentation of expenditures must be kept on file and be made available for audit and inspection if required. This documentation must reflect expenditures toward direct project support as described in the budget and narrative of the original proposal. Stipends
 - Stipends for community partner staff (or individual community members), university or college Community Engagement Professionals (professional staff), faculty, and students as a means of compensation for expertise/knowledge shared, time invested, work/research done, scholarship (traditional academic, creative works, or educational or public tools) produced and/or co-produced throughout the project may be used as a cash match.
- Cash Match minimums are as follows:
 - High-Impact Community Engagement Practices (HICEP): \$750, 30% of the award amount
 - Strengthening Communities (SC): \$360, 30% of the award amount
 - Actualizing a Culture for Community Engagement (ACCE): \$11,000, 100% of the award amount
 - Faculty Fellows (FF): \$1,520, 40% of the award; Senior Faculty Fellow (SFF): \$2,500 per year, 50% of the 3 year award
 - Institutional Research & Student Success Learning Community (IRSSLC): \$1,140, 30% of the award

Reimbursements

Grants funds are distributed on a **reimbursement basis only**, no upfront funds will be given. Grantees will need to work with their campus to ensure an institutional account is set up for grant expenditures. Once all reporting requirements have been met, reimbursements will be processed within thirty (30) days.

Grantor Recognition

Any materials (print and/or electronic) produced with grant funds must acknowledge Indiana Campus Compact as the funder of the project and include the Indiana Campus Compact logo. **The Indiana Campus Compact Style Guide** (exhibit A) will provide parameters for the use of logos, social media tags, etc. Failure to include Indiana Campus Compact on all/any of the referenced outlets will result in a loss of funding. All marketing and communication (press releases, social media, public relations efforts, etc.) around the funded project must acknowledge Indiana Campus Compact as the funder and include the Indiana Campus Compact boilerplate. **The Indiana Campus Compact Style Guide** (exhibit A) provides further guidelines for marketing and communication. Please **do not abbreviate** Indiana Campus Compact as ICC in any material, it must be **spelled out as Indiana Campus Compact**.

Deadlines & Submission Process

- Deadlines

All submissions will adhere to the deadlines set forth in the Request for Proposal. All grant funds must be expended no later than May 31, 2022. Any project ending on May 31, 2022 will be required to submit full final reports no later than June 24, 2022; any report not received by that date will automatically be disqualified for funding reimbursements.
- Application Process
 - Submission:

All applicants will be expected to submit their full proposal using the grant application portal, which will be available in May 2019. All narratives and budget worksheets are required to be uploaded via pdf, doc, or docx file type.
 - Internal routing

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

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

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



Project Changes

Indiana Campus Compact must be notified in advance of and approve any significant changes in the project scope or budget.

Terms and Conditions

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 on 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; 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 Compacts Terms of Service, Online Privacy, and Non-Discrimination notices](#).

Questions

For more information about these grants, please contact Laura Weaver, Director of Programs and Member Development at weaverla@iupui.edu.

- High-Impact Community Engagement Practices (HICEP)
- Strengthening Communities (SC)
- Actualizing a Culture for Community Engagement (ACCE)
- Faculty Fellows/Senior Faculty Fellow (FF)

For more information about these grants, please contact Anne Weiss, Director of Assessment, haweiss@iupui.edu.

- Institutional Research & Student Success Learning Community (IRSSLC)



Appendix A 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, t-shirts, 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/)

Published materials should include a 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 project and credit Indiana Campus Compact as the funder, and must be sent to Liza Blomquist at eldnewma@iupui.edu for approval prior to publishing. Please allow three days for the approval process.

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 tag Indiana Campus Compact as follows:

- Facebook – @IndianaCampusCompact
- Twitter – @INCampusCompact