ACTUALIZING A CULTURE FOR COMMUNITY ENGAGEMENT
July 2019 – June 2022 Request for Proposals

Overview and Program Goals

The **Actualizing a Culture for Community Engagement** grant aims to provide Indiana Campus Compact partner institutions with the opportunity to deepen their community engagement efforts by intentionally developing a campus-wide ethos for community engagement. By intentionally designing and implementing holistic community engagement strategies intended to shift the culture, selected institutions are enabled to create authentic reciprocal community-campus partnerships, and leverage their role as a place-based institution to accelerate systematic change.

The overall **goals** of the program include:

1. Support institutions in the implementation of community engagement strategies intended to shift campus-wide culture.
2. Increase the number of authentic (Mitchell, 2008) reciprocal community-campus partnerships designed to further support a culture of community engagement within the institution.
3. Support the dissemination of examples of high-quality campus-wide community engagement practices as a means of broadening the field.

Selected institutions will:
1. Form a community engagement committee that will lead the work over the course of the 3-year funding period. This committee should include representatives from a cross-section of the institution and include representatives of the student body and surrounding community.
2. Participate periodic self-assessment and strategic planning workshops facilitated by Indiana Campus Compact staff and develop and/or revise a strategic engagement plan that includes identification of broad institutional goals and specific objectives.
3. Identify and implement ways in which the institution can, through the use of high-impact community engagement practices (Hoy & Johnson, 2013) for college students, as a means to develop the next generation of civic leaders and community-minded professionals.
4. Provide avenues for engaged scholars (senior administrators, faculty, community engagement professionals, graduate and undergraduate students, and community partners and members) to produce and disseminate by traditional means (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.), **and** be recognized and rewarded for scholarly engagement efforts.
5. Develop and implement an institutional community engagement assessment plan to monitor, track, and evaluate progress towards identified goals and objectives. This include identification and implementation of a sustainable tracking and monitoring system for institutional community engagement efforts.
6. Commit to a minimum of three-years continued internal institutional funding beyond the 2019 – 2022 funding period as a means of sustaining community engagement efforts.

Eligibility

Senior administrators, faculty from any discipline, and community engagement professionals (Dostilio, 2017) (e.g., academic affairs staff, student affairs staff, etc.) from any Indiana Campus Compact partner institution are eligible to apply.

- This funding opportunity **requires** two Principal Investigators: one to provide senior level support and oversight, and one to be responsible for the day-to-day implementation.
- One of the Principal Investigators is required to be a senior administrator (dean or higher), and the other individual is required to be either an engaged faculty member or community engagement professional (Dostilio, 2017) with campus responsibility for community engagement.

Project Duration and Funding

Funded projects will last from July 1, 2019 through May 31, 2022.

Indiana Campus Compact has funding to award three 3-year **Actualizing a Culture for Community Engagement** grants during the 2019 – 2022 funding cycle to partner institutions.
- Grant awards are up to $11,000
- Institutions are required to provide a minimum cash match of $11,000, or 100% of the grant award amount

Funding is received on a reimbursement basis only. Grantees will receive a yearly reimbursement upon submission of required reports. All grant funds must be expended by May 31, 2022.

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

Application Timeline and Routing

Application Timeline

	2019 – 2022
Letters of Intent Due:	Friday, March 22, 2019
Full Proposals Due:	Monday, May 13, 2019
Award Notification:	Wednesday, June 26, 2019
Funding Period Begins:	Monday, July 1, 2019
Yearly Reports:	Mid-June 2020, 2021
Funding Period Ends:	Tuesday, May 31, 2022
Final Report Due:	Tuesday, June 14, 2022

Application Routing

All applications must be routed through the appropriate office at the applicant's campus. Applicants are responsible for obtaining the appropriate approvals prior to submission.

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

- Indiana University (Bloomington, East, Indianapolis, Kokomo, Northwest, 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 Project Director 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—Letter of Intent

Submission Process for the Letter of Intent

Letters of Intent are required to be submitted via email to laura@incampuscompact.org. The subject line must include: Letter of Intent/ACCE/Institution (e.g., Letter of Intent/ACCE/ABC Institution).

Indiana Campus Compact is able to accept Adobe PDF (.pdf), and Microsoft Word (.doc, or .docx) attachment types.

Requirements for the Letter of Intent

All applicants are required to submit a **Letter of Intent**, which is required to be double spaced, submitted on university/department letterhead, and not to exceed two (2) pages. The letter should address the following items:

- interest in, and intent to apply for, the ***Actualizing a Culture for Community Engagement*** grant program;
- the extent to which the institution has begun working towards creating a culture for community engagement; and
- list the names of, and provide contact information for, the two Principal Investigators who will be submitting the joint application.

Application Process and Proposal Requirements—Full Proposal

Submission Process for the Full Proposal

Full Proposals are required to be submitted via Indiana Campus Compact's Engagement Portal. All proposals must be submitted using the Principal Investigator's profile. All submissions must be completed at one time, 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 Indiana Campus Compact's Engagement Portal can be found on the Indiana Campus Compact website.

- The proposal abstract, narrative, and assessment strategies will be uploaded as one document. Approved file types are Adobe PDF (.pdf) or Microsoft Word (.doc, or .docx).
- The letters of support, budget narrative, and fiscal form will be uploaded as individual documents. Approved file types are Adobe PDF (.pdf) or Microsoft Word (.doc, or .docx).

Requirements for the Full Proposal

Proposals are to be formatted (double spaced, Times New Roman) according to the 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.

1. **Principal Investigator Contact Information**
   Contact details for the institution **and** the following individuals will be entered directly into the application portal:
   - Senior level Principal Investigator
   - Implementation level Principal Investigator
   - 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 outputs, outcomes, and long-term impact.

3. **Project Marketing Statement** *(not to exceed 300 words)*
   A brief overview of the project to be used in media releases if the project is funded. This should include any anticipated outcomes and/or impact on relevant stakeholders.

4. **Proposal Narrative (not to exceed ten pages, excluding references)**
   a. **Statement of Need:** Describe the compelling need for a cultural shift towards community engagement at your institution. Be sure to include the following:
      i. any institutional and/or college (departmental) policies and/or procedures that have been recently developed to further support institution-wide community engagement efforts, and how these may be further expanded; and
      ii. why now is the time to engage in this work.
   b. **Institutional Capacity:** Describe your institution's capacity to take on this three-year institutional initiative. Be sure to include the following:
      i. names of the potential individual campus and community members (to be identified by their specific titles—e.g., chief academic officer, director of community volunteer center, chairperson of university faculty senate, etc.) who will be involved in the program's community engagement committee and what strength each of them bring to the initiative;
      ii. the campus's role as a place-based institution that is able to leverage its collective resources in order to accelerate systematic change for the improvement of community-identified concerns; and
      iii. initial plans for how the institution plans to continue to sustain community engagement efforts beyond the funding period.
   c. **Goals and Anticipated Outcomes:** Identify the overarching vision and goals your institution has related to its community engagement efforts **and** the anticipated outcomes for the initiative. You **must** include a logic model similar to the one in Appendix C, (Finely, 2018). Additionally, be sure to include the following:
      i. an overview of the action steps necessary to make movement towards the anticipated outcomes; and
      ii. an outline of the assessment and evaluation plan for the initiative, **or describe** how you intend to develop a sustainable assessment and evaluation plan.

5. **Letters of Support**
   The following two Letters of Support are required:
   a. **President/Chancellor:** All applicants must include a letter of support from the president/chancellor specifically addressing how this proposed initiative is connected to the broader institutional mission and goals. Additionally, it should include a commitment by the institution to providing at least a 100% cash match ($11,000) as a way of further demonstrating a commitment to the project.
   b. **Community Engagement Advocate:** The second letter of support should come from an advocate for community engagement who is connected to the institution. This person could be a senior level institutional administrator, a notable community representative, a member of the institution's board of trustees/regents, or an engaged faculty member of rank who has additional institutional responsibilities.

   *More than two letters of support are encouraged.

6. **Budget and Justification**
   a. **Budget Narrative**: Briefly outline the anticipated expenses and how they support your project (*not to exceed one page*).
   b. **Fiscal Form**: Proposals <u>must</u> include the Indiana Campus Compact Fiscal Form, see Appendix B. All requests must adhere to the <u>Grant Terms and Conditions</u> regarding allowable and non-allowable funding requests.

(continued on next page)

SAMPLE BUDGET

ITEM	COST BASIS	AWARD	CASH MATCH	TOTAL
Yearly Faculty Development Workshops		$ 2,700.00	$ 2,700.00	$ 5,400.00
Speaker stipends	6 @ $500 each	$ 1,500.00	$ 1,500.00	$ 3,000.00
Workshop refreshments	6 @ $200 per workshop	----	$ 1,200.00	$ 1,200.00
Workshop resources & materials	printing & flip charts; 6 @ $200 each	$ 1,200.00	----	$ 1,200.00
Faculty Development Grants	2 per semester @ $500 each (12 total)	$ 3,000.00	$ 3,000.00	$ 6,000.00
Travel to Support Dissemination		$ 1,300.00	$ 2,531.00	$ 3,831.00
National conference registration	3 @ $500 each	$ 1,000.00	$ 500.00	$ 1,500.00
National conference lodging	3 nights @ $159 x 3 individuals	----	$ 1,431.00	$ 1,431.00
National conference travel	Roundtrip airfare x 3 individuals	$ 300.00	$ 600.00	$ 900.00
Assessment & Evaluation Support		$ 4,000.00	$ 8,500.00	$ 13,200.00
Research assistant stipend	10 hours/week @ $15/hour; 60 weeks	$ 2,000.00	$ 5,200.00	$ 7,200.00
Tracking and monitoring system	$2,000 per year; 3 years	$ 2,000.00	$ 4,000.00	$ 6,000.00
	Total:	**$ 11,000.00**	**$ 16,731.00**	**$ 27,731.00**
	Total Funding Request:	**$ 11,000.00**		

Questions

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

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

Boyer, E. L. (1996). The scholarship of engagement. *Journal of Public Service and Outreach, 1*(1), 11–20.

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.

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
Actualizing a Culture for Community Engagement

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

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

- First and Last Name
- Professional Title
- Institution
- Institutional Department
- Intuitional 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 *(individual who is applying for the gratn)*

- First and Last Name
- Professional Title
- Institution
- Institutional Department
- Intuitional 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 Frist and Last Name (if different from the Principal Investigator or Fiscal Manager)
- Grant Manger 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 repots.

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 you 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, East, Indianapolis, Kokomo, Northwest, 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

Appendix B
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
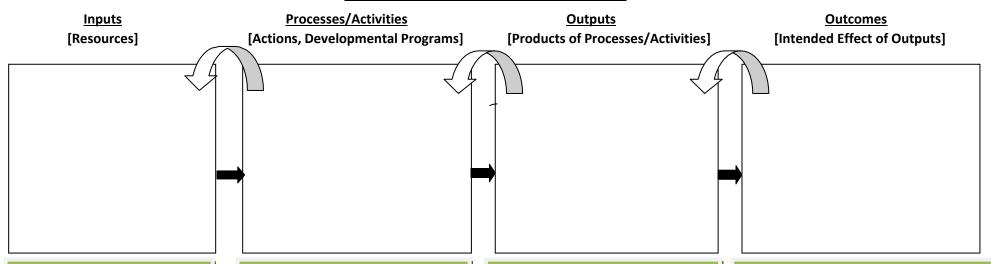
Principal Investigator: _____   Institution: _____

Proposal Title: _____

Grant Type: ☐ High-Impact Community Engagement Practices
                ☐ Strengthening Communities
                ☐ Actualizing a Culture for Community Engagement
                ☐ Institutional Research and Student Success Learning
                   Communities
                ☐ Faculty Fellows/Senior Faculty Fellow

Project Expense Detail:	Cost Basis:	Grant:	Cash Match:	Total:
_____	_____	$ _____	$ _____	$ _____
_____	_____	$ _____	$ _____	$ _____
_____	_____	$ _____	$ _____	$ _____
_____	_____	$ _____	$ _____	$ _____
_____	_____	$ _____	$ _____	$ _____
_____	_____	$ _____	$ _____	$ _____
_____	_____	$ _____	$ _____	$ _____
_____	_____	$ _____	$ _____	$ _____
_____	_____	$ _____	$ _____	$ _____
_____	_____	$ _____	$ _____	$ _____
_____	_____	$ _____	$ _____	$ _____
	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:** _____

Appendix C: Logic Model Example

A logic model, similar to the one below, is required of all *Actualizing a Culture for Community Engagement* grant proposals. The resources listed below may be useful in developing and utilizing logic models.

- Association of American Colleges and Universities, Bringing Theory to Practice: https://www.bttop.org/resources/assessment-tools
- W.K. Kellogg Foundation Logic Model Development Guide (pdf): https://www.bttop.org/sites/default/files/public/W.K.%20Kellogg%20LogicModel.pdf
- University of Wisconsin Division of Extension, Program Development and Evaluation: https://fyi.extension.wisc.edu/programdevelopment/logic-models/

Source: Ashley Finley, AAC&U

Logic Model Template – Institutional Level

Inputs [Resources]	Processes/Activities [Actions, Developmental Programs]	Outputs [Products of Processes/Activities]	Outcomes [Intended Effect of Outputs]
What resources are available to achieve the activities and processes necessary to produce outputs related to institutional level outcomes? For example: - Campus support centers - Academic Divisions - Student Affairs - Alumni support/In-kind efforts	What activities or processes are needed to produce outputs to reach institutional level outcomes? For example: - Tenure/promotion revision - Assessment workshops - Teaching workshops - Cross-constituency discussions - Campus enrichment activities - Media campaigns (branding) - Committee organizing and work	What products should be gathered that can be counted as evidence of meeting institutional outcomes? For example: - number of publications - number of course offerings with high impact practices - Assessment of General Education/Departments - Engagement and recruitment of students and faculty from underserved populations - Use of data in campus meetings - Use of student portfolios	What outcomes does the institution want to achieve? For example: (Short) Increased evidence of student learning (Short) Increased involvement of faculty using high impact practices (Int.) Increase retention (Int.) Understand achievement of learning outcomes for underserved students (Long) Moving from a teaching centered to a learning centered institution (Long) Create a culture of assessment

Assumptions