COMMUNITY ACTION FORUM OVERVIEW

The Indiana Campus Compact sponsored Community Action Forums support gatherings that address a community-identified concern, facilitate multiple stakeholders participating in issue-based and community-focused conversations, and seek to synchronize efforts to meet needs, identify assets, and build capacity for tackling the issue.

OBJECTIVES

- Bring community voice to the forefront when discussing community concerns
- Leverage strength of multiple stakeholders coming together as a team
- Move away from surface level, awareness partnerships to taking concrete steps to tackle seemingly intractable concerns

OPPORTUNITIES

- Use your college/university's role as place-based institutions to develop, share, and unify campus and community resources to accelerate systematic change and improve the quality of life for Hoosiers
- Make real progress in an area of concern identified by community members
- Solidify community-campus partnerships for future endeavors

PLEASE NOTE

All forums must be free to attend and open to all Indiana Campus Compact partner campuses and their community partners, regardless of geographic location.

Funds to support gatherings will be awarded based on the following criteria:

- completed application and budget
- compelling rationale
- significant collaboration between community partners and multiple partner campuses
- capability of the planned forum to generate actionable/measurable objectives
- viability of stakeholders’ follow-up on those objectives
AVAILABILITY

This program does not require a cash match; however, all reimbursed costs must be attached to attaining the goal of the meeting (facilitate multiple stakeholders participating in issue-based and community-focused gatherings that address a community-identified concern and seek to synchronize efforts to meet needs, identify assets, and build capacity for tackling the issue).

A total of $5,900 is available per academic year, and funds will be based on proposed budget and rigor of planning evident in the application. Most covered event expenses should be in the $1,000 - $1,500 range, but can vary. This funding works on a reimbursement basis to cover costs associated with forums. Examples of approved expenses:

- payment to a facilitator/convener
- costs associated with facilitator travel
- follow-up on actionable/measurable objectives, for example, tracking follow through, follow up training, publishing an online resource guide, etc.

TIMELINE AND LOGISTICS

- This application packet must be submitted 16-weeks prior to the intended date of the community action forum.
- The community action forum must be confirmed with a Service Agreement signed by all parties at least 8-weeks prior to the date of the event (generated by Indiana Campus Compact).
- Scheduling is based on staff availability.
- Host institutions are responsible for all on-site logistics and marketing efforts.
- All participants will be required to register for the community action forum via the Indiana Campus Compact Engagement Portal.
  - The registration process will collect participant demographic data (e.g., name, email address, professional title, department affiliation, role, dietary restrictions) and information will be shared with the host institution a minimum of 1 week prior to the experience.

REPORTING AND FOLLOW UP

You will be required to submit narrative and fiscal reports two months after the event.

QUESTIONS

Please contact Liza Blomquist, Director of Communication at liza@incampuscompact.org or 317-414-1317 with questions.
APPLICATION

LEAD APPLICANT INFORMATION
Name
Professional Title
Email Address
Phone
Institution
Department/Unit
My role at my institution/organization can best be described as

ADDITIONAL APPLICANT INFORMATION
Name
Professional Title
Email Address
Phone
Institution
Department/Unit
My role at my institution/organization can best be described as

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My role at my institution/organization can best be described as
Please complete the following fiscal form and upload it with your request for funding. Please be sure to save a copy of this form as it will also be used to submit your final reimbursement request.

Primary Contact: ____________________________  Institution: __________________________

Email: ____________________________  Phone: __________________________

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Total: $ ______

Reimbursement Request: $ ______

All receipts for expenditures must be attached to reports.

Invoice #: ____________________________ (your institution's invoice number, required for reimbursement)

Signature: ____________________________
NARRATIVE

IMPLEMENTATION STRATEGY

Please use the outline below to describe your project in detail:

• Discuss the relationship you have with the involved stakeholders and clarify how they will have a voice in expressing their needs during the planning of this meeting.
  
  Stakeholders should include:
  • faculty and staff from at least two campuses (campuses need not be in the same geographic region but should include other Indiana Campus Compact partner campuses and may include non-Indiana Campus Compact partner campuses; make sure to explain why nearby campuses have or have not been included whether they are Indiana Campus Compact partner or not)
  • staff from multiple community partner agencies related to the proposed issue
  • community members
  • additional campus representatives (not required, but preferred)
  • **Invitees:** Discuss how the community members, agency heads, and institutional representatives who will attend this meeting will be chosen. Please include a list of stakeholders and include their name, organization, title, and email address.
  • **Facilitator(s)/Convener(s):** Identify the meeting facilitator(s)/convener(s), describing the ways in which those individuals are positioned to provide influence within the community. Identify who is responsible for what if multiple facilitators/conveners are utilized.
  • **Facilities:** Where will the forum be held? Be sure to describe the accessibility of the location (e.g., parking, ADA accessibility, etc.)
  • **Agenda:** Include a completed draft agenda for your forum. We recommend at least 4 hours with a significant amount of time dedicated to a facilitated discussion and identification of action items. Explicit expectations need to be defined and addressed in the agenda.
  • **Recognizing Sponsors:** Please include a short paragraph on how you plan to recognize Indiana Campus Compact and other sponsors.

RATIONALE

• Justification: Provide a clear description of the issue this forum will address and how that issue was identified by the involved stakeholders. For example:
  • Community-based research on the topic
  • Current communication from community partnerships
RESOURCES

- Describe the resources you have in place to spearhead this project. For example:
  - Technology
  - Courses related to community concern
  - Community engaged students who would be involved in forum