



# ELECTORAL ENGAGEMENT GRANT

## 2020 Election Engagement Fellowship and Institutional Grant

### OVERVIEW

Indiana Campus Compact, in partnership with the Campus Election Engagement Project (CEEP), is working to support institutions of higher education throughout Indiana to engage students in the 2020 election. Through this partnership, Indiana Campus Compact is offering the **Election Engagement Fellowship** designed to assist campuses as they inform and promote student voter participation, develop new and innovative programming, and work to promote further student involvement in, and with, their communities to create meaningful relationships that move beyond the election cycle.

Election engagement work will be led by an Election Engagement Fellow and be supported by a campus faculty or staff Election Engagement Advisor and Indiana Campus Compact staff. The Election Engagement Fellow will lead their campus in voter registration and education activities, and related voter engaged activities.

### AVAILABILITY AND FUNDING

Indiana Campus Compact has funding to offer up to 10 Electoral Engagement Grants.

- **Each grant award amount is \$1,500. Each award is allocated in the following way:**
  - Funding for a student Election Engagement Fellow is \$1,000
  - Funding for election engagement activities is up to \$500
- Institutions are required to provide a **minimum** cash match of \$150.

#### Award Details and Qualified Expenses

- All proposals must include funding of \$1,000 for a student Election Engagement Fellow. The entirety of this amount must be directed to the Election Engagement Fellow, but the manner in which it is distributed (e.g., stipend, scholarship, or hourly wage) is at the discretion of the institution, but must be stipulated at the time of application.
- Funds directed toward election engagement activities are to be used to offset the costs of campus voter engagement events. **Examples** of allowable event expenses include: facility rentals, participant hospitality, supplies/materials, printing, technology services, transportation, other programming expenses related to election engagement activities, or providing stipends/honorary payments to collaborating nonpartisan community partner organizations as a means of compensation for expertise/knowledge shared, time invested, work/research done, scholarship produced, services performed, and/or resources used throughout the project.
- Institutional match funds may be used at the discretion of the principal investigators.

Funding is awarded on a reimbursement basis. Grantees will receive reimbursement upon submission of required reports. Funds are to be used for election engagement activities occurring from August 17, 2020 through November 13, 2020.

### WHO CAN APPLY

Individuals at Indiana Campus Compact partner institutions are eligible to apply. The Election Engagement Fellowship requires co-principal investigators—one Election Engagement Fellow and one Campus Election Engagement Advisor. Refer to the guidelines below on individual eligibility.

Individuals eligible to apply as the Election Engagement Fellow:

- Undergraduate students (full- or part-time) from any discipline are eligible to apply as an Election Engagement Fellow.
- Graduate students (full- or part-time) from any discipline are eligible to apply as an Election Engagement Fellow.

Individuals eligible to apply as the Campus Election Engagement Advisor:

- Faculty from any discipline, and of any rank (e.g., pre-tenure, post-tenure, non-tenure) or employment status (e.g., full-time, part-time, adjunct, continuing lecturer, instructor of practice).
- Community engagement professional (e.g., student affairs staff, academic affairs staff).
- Graduate students (full- or part-time) from any discipline only if the Election Engagement Fellow is an undergraduate student.

## PROGRAM GOALS

Election Engagement Fellows will support inclusive, nonpartisan election engagement activities at institutions across Indiana. Specifically, Fellows with support from their Campus Advisor will:

1. Create or strengthen an existing team of faculty, students, and staff to develop a nonpartisan, campus-wide election engagement projects and coordinate electoral engagement activities which should:
  - a. Utilize the [CEEP Assessment Tool](#) to develop and implement an election engagement campus plan.
  - b. Facilitate student voter registration and promote/secure polling sites on or near campus.
  - c. Enroll and participate in the free [National Study of Learning, Voting, and Engagement \(NSLVE\)](#).
  - d. Provide voter information during major (e.g., welcome-back week, homecoming activities) campus events.
  - e. Develop events to celebrate Constitution Day (September 17<sup>th</sup>) and/or National Voter Registration Day (September 22<sup>nd</sup>).
2. Accomplish one or more of the following objectives:
  - a. Increase the number of students who are registered to vote.
  - b. Provide nonpartisan voter education opportunities for students to learn about voting, issues, and candidates.
  - c. Motivate and assist students to go to the polls and vote (GOTV).
3. Monitor and report on use of grant funds and outcomes of grant-supported activities.
  - a. Report election engagement activity data throughout the project period using an online reporting tool.
  - b. Submit the final narrative report of grant outcome(s) on or before November 13, 2020.
  - c. Submit the final fiscal report on or before December 17, 2020.

## REQUIREMENTS

Election Engagement Fellows will:

- Work with Campus Election Engagement Advisor to conceptualize and plan program activities, including methods to measure the project's success.
- Recruit volunteer that include students, faculty, and staff from the institution, in addition to community members.
- Plan and implement key engagement activities during the project period.
- Participate in trainings at both the state and national level. (Introductory call is scheduled for Monday, August 10, 2020).
- Report program metrics through the use of an online reporting tool, and the outcomes of the project in a written, post-election report.
- Participate in bi-weekly state, and occasional national video calls with other Election Engagement Fellows as a means of leveraging relationships, sharing ideas and best practice, and gaining professional development.

Campus Election Engagement Advisors will:

- Work with Election Engagement Fellow to conceptualize and plan program activities, including methods to measure the project's success.
- Provide support to the Fellow in order to achieve the goals and programming for the project.
- Connect the Fellow to other campus and/or community stakeholders as a means of supporting and strengthening the planned election engagement activities.
- Provide fiscal support and budget management to the CEEP Fellow including, but not limited to, processing payments, tracking expenses, and ensuring the program is within funding guidelines. (*Note, this activity may be a shared responsibility with a designated campus fiscal officer.*)
- Participate in relevant program trainings, including a state-wide program call on August 10, 2020.
- Support the Fellow in reporting program metrics and the outcomes of the project in a post-election reports.

## APPLICATION AND PROJECT TIMELINE

Request for Proposals Released	Monday, April 20, 2020
Full Proposals Due	Monday, June 15, 2020
Award Notification	Friday, July 24, 2020
Funding Period Begins	Monday, August 3, 2020
Statewide Program Kick-Off Call (Fellows & Campus Advisors)	Monday, August 10, 2020 11:00 a.m. – 12:00 p.m. (EDT)
Funding Period Ends	Friday, November 13, 2020
Final Narrative Report Due	Friday, November 13, 2020
Final Fiscal Report Due	Thursday, December 17, 2020

### Dates to Remember

Constitution Day	September 17
National Voter Registration Day	September 22
2020 Election Day	November 3

## APPLICATION ROUTING AND SUBMISSION PROCESS

### Application Routing

Applicants are responsible for ensuring their application has been routed through, and approved by, their granting offices (e.g., sponsored program, contracts & grants, or other similar offices) in accordance with their university's policies for obtaining grants prior to submitting the application to Indiana Campus Compact. Any application not approved by their granting office, or properly routed will not be funded.

### Submission Process

All applicants will be expected to submit their full proposal using the [Indiana Campus Compact Engagement Portal](#). All narratives and budget worksheets are required to be uploaded as either Adobe PDF (.pdf), Microsoft Word (.doc or .docx.) or JPEG (.jpg) file types. Multiple files may be uploaded in a Zip (.zip) folder.

We require each Principal Investigator to create their own individual account for submissions. General accounts created by Contract and Grants offices will not be accepted. **In the case of the Electoral Engagement Grant, the Principal Investigator is the Campus Election Engagement Advisor.**

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 the [Indiana Campus Compact Engagement Portal](#) can be found on the [Indiana Campus Compact website](#).

- The following items are to be uploaded as a single document:
  1. Project abstract
  2. Marketing statement
  3. Proposal narrative
- The following items are to be uploaded as individual documents:
  4. Budget narrative
  5. Indiana Campus Compact fiscal form
  6. Election Engagement Fellow biography—*300 to 500 words*
  7. Election Engagement Fellow headshot—high resolution JPEG file
  8. Campus Election Engagement Advisor biography—300 to 500 words
  9. Campus Election Engagement Advisor headshot—high resolution JPEG file

All documents are to be saved using the following format: CEEP.Institution.document (e.g., CEEP.XYZ College.Narrative.pfd or CEEP.XYZ College.fiscal form.pdf)

## AWARD TERMS

The Principal Investigator must seek, in writing, approval from Indiana Campus Compact for any significant changes in the project scope, research protocol(s), or budget prior to implementing changes.

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 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 and 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 Compact's Terms of Service, Online Privacy, and Non-Discrimination notices](#).

If selected for an award, the Principal Investigator(s) and their employing institution will be required to sign an Award Letter indicating acceptance of Indiana Campus Compact's [Grant Terms and Conditions](#) and the [2020 Electoral Engagement Grant Terms and Conditions](#) listed on [pages 6–7](#) of this application.

## QUESTIONS

Direct questions to Laura Weaver, Director of Professional Development and Engaged Learning at [laura@incampuscompact.org](mailto:laura@incampuscompact.org).

## FUNDING SOURCE

Funding for this program is contingent on Indiana Campus Compact being awarded external funding.

Funding for this program is provided by Campus Election Engagement Project and Lilly Endowment Inc. via the Indiana Campus Compact [Strengthening Communities](#) subgrant.

## ABOUT CEEP

The Campus Election Engagement Project (CEEP) is a national nonpartisan project that helps administrators, faculty, staff, and student leaders at America's colleges and universities engage students in federal, state, and local elections. CEEP combines powerful resources with personalized coaching, guiding schools on how to use resources and navigate students through ever-changing barriers to voting.

**PROPOSAL NARRATIVE**

1. **Project Abstract** – *not to exceed 500 words*  
A brief overview of the project and intended outcomes.
2. **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 anticipated outcomes and/or impact on relevant stakeholders.
3. **Project Narrative** – *use the following outline, not to exceed five pages, excluding references*
  - a. **Engagement and Collaboration** – *be sure to address all of the relevant prompts*
    - What specific election engagement activities will you implement to encourage students to become involved in the electoral process and gain further knowledge on important election issues? Examples of activities include, but are not limited to, promoting voter registration, organizing nonpartisan campus debates/forums, distributing nonpartisan candidate guides/information, and recruiting student volunteers to serve as poll workers. *Please be specific.*
    - If a cross-campus, nonpartisan election engagement committee/organization currently exists, how will the Election Engagement Fellow coordinate with this committee/organization? If one does not exist, how will such a committee/organization be formed and members be recruited?
    - How will students be involved in planning and implementing f election engagement activities?
    - What groups/individuals will you partner with, both across campus and within the community, and how will these individuals/groups be involved in the project?
  - b. **Marketing and Outreach**
    - What marketing/outreach/communication strategies are planned for the project? Be sure to include how you will encourage students to engage in the electoral process. *Note, Indiana Campus Compact and CEEP must be mentioned as funders in any interviews or stories published about the projects, and their logos must be included on all marketing and promotional materials produced.*
    - Discuss how you will document your activities via photo, video, and media methods.
  - c. **Campus and Community Benefit**
    - How will this project impact student electoral engagement on your campus? Be sure to specify the project goals and intended outcomes.
    - How will these outcomes extend beyond the campus to impact the community? Describe any long-term benefits to this initiative.
  - d. **Contingency Planning**
    - During the spring 2020 semester all Indiana institutions of higher education moved to online instruction at the mid-semester point. Should the situation warrant the continued use of virtual instruction and the need for social distancing for the fall semester, either wholly or partially, how would your election engagement activities shift? Discuss the types of activities you might use to engage with students in a virtual environment.
4. **Budget & Budget Narrative:** Each institutional team may apply for a grant up to \$1,500. Funds may be used to offset the costs of campus voter engagement events and provide a student leader stipend (or scholarship). Please refer to the [Availability and Funding](#) section, on [page 1](#) of this document, for further information on allowable expenses.
  - a. **Budget Narrative:** Describe how the grant funds will be used, including how the Election Engagement Fellow will receive their fellowship award (e.g., stipend, scholarship, or hourly wage). Also, include how you would implement your project if awarded less than the amount requested (*not to exceed one page*).
  - b. **Line Item Budget:** Proposals must include the Indiana Campus Compact Fiscal Request Form, see Appendix A. All requests must adhere to the general [Grant Terms and Conditions](#) and [Electoral Engagement Grant Terms and Conditions](#), located on [pages 6–7](#) of this document, regarding allowable and non-allowable expenses.

*SAMPLE BUDGET*

Project Expense Detail	Cost Basis	Grant Funds	Cash-Match Funds	Total
CEEP Student Fellow Stipend (or Scholarship)	\$71 x 14 weeks	\$1,000.00	\$0.00	\$1,000.00
Voter Registration Event Flyers	\$0.49 x 540 flyers	\$200.00	\$45.00	\$245.00
Campus Debate Event Food	3 events x \$75 per event	\$175.00	\$50.00	\$225.00
Campus Debate Event Promotional Items	\$0.50 x 360 items	\$125.00	\$55.00	\$180.00
<b>Total Project Expenses</b>		<b>\$1,500.00</b>	<b>\$150.00</b>	<b>\$1,650.00</b>



## ELECTORAL ENGAGEMENT GRANT Terms and Conditions

These are in **addition** to the [Indiana Campus Compact Terms and Conditions](https://indianacampuscompact.org/funding/indiana-campus-compact-grants/), which can be viewed at <https://indianacampuscompact.org/funding/indiana-campus-compact-grants/>.

1. **Required Grant Expense:** Grantee must allocate \$1,000 towards funding a Student Election Engagement Fellow, who will lead the election engagement activities on campus. The institution can determine how the Fellow is to receive these monetary funds, possibilities include: lump sum stipend/honorarium, scholarship, or hourly wage.
2. **Allowable Grant Costs:** Grantee will only request funds that are directly associated with the development or implementation of the project such as:
  - Voter engagement marketing/promotion materials (e.g., flyers, t-shirts)
  - Food costs
  - Speaker honorarium up to \$250
  - Project supplies (e.g., postage, printing, space rental, AV equipment rental)
  - Travel costs related to mobilizing students for voter engagement
  - Stipend or honorarium of up to \$250 for a nonpartisan community partner organization as compensation for their expertise/knowledge shared, time invested, work/research done, scholarship produced, services performed, and/or resources used throughout the project.
3. **Non-allowable Grant Costs:** Grantee will **not request funds** that are indirectly related to the development or implementation of the project such as:
  - Personnel beyond the Election Engagement Fellow or nonpartisan community partner stipend
  - Durable equipment costing more than \$100 (unless approved in writing by Indiana Campus Compact)
  - Payment for participants to do service (e.g. cash incentives, gift cards)
  - Supporting a particular candidate or candidates issue
  - Fundraising activities
  - Entertainment costs (e.g. tickets to recreational events)
4. **Liability and Safety:** The Grantee must have adequate liability coverage for the organization, employees and participants, including coverage of participants engaged in on and off-site project activities. The Grantee must institute safeguards to ensure the safety of participants.
5. **Grant Profiles:** Sponsor reserves the right to use your project's application and/or grant report as an example of past funded grants, grant stories, and grant application samples on the website and/or on other print/electronic materials.
6. **Grant Award Payments:** Grants are on a **reimbursement basis only**; no upfront funds will be given. Grantees will charge expenditures to an Institutional account. Once all reporting requirements have been met, the Sponsor will reimburse the institution.
7. **Grant Proposal Routing:** Applicants are responsible for ensuring their application has been routed through, and approved by, their granting offices (e.g., sponsored program, contracts & grants, or other similar offices) in accordance with their university's policies for obtaining grants prior to submitting the application to Indiana Campus Compact. Any application not approved by their granting office or properly routed will not be funded.
8. **Award Notifications:** Sponsor will notify you of grant decision by August 10, 2020. The Sponsor will also notify the institutions President/Chancellor, campus media, and the appointed Indiana Campus Compact Campus community engagement professional liaison.
9. **Materials Produced with Grant Funds:** Materials produced with grant funds must acknowledge Indiana Campus Compact and CEEP support. The [Indiana Campus Compact Style Guide](#) and provides parameters for the use of logos and social media tags.
  - Failure to include Indiana Campus Compact and CEEP on all of the referenced outlets and resources/materials produced will result in a loss of funding.
10. **Changes in Project Design or Budget:** The Principal Investigator must seek, in writing, approval from Indiana Campus Compact for any significant changes in the project scope, research protocols, or budget prior to implementing changes.
11. **Reports:** Grantees are required to submit reports in accordance with the Reporting Template provided when the project is awarded. All sections of the report must be received to consider the project completed. The submission deadlines for project reports are provided in the project Award Letter.

- 12. Modifications to Award Letters:** Modification to award letters shall be in writing and will be signed by both the Sponsor and Grantee.
- 13. Individual Campus Policy:** You are responsible for following your campuses policies in regards to events involving elected officials and other political engagement. Indiana Campus Compact will not ensure your application aligns with your campuses specific policies.

