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 *Strengthening Communities* grant is open to the following individuals at Indiana Campus Compact partner institutions:

- 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, Availability, and Funding

Project Duration and Availability

Funded projects will last between two- and 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.

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Project Funding
- Grant award amounts are up to $1,200 from Indiana Campus Compact.
- 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.

Application Timeline, Routing, and Submission Process

NEW Application Timeline

Proposals are accepted on the **second Monday of each month**. Applicants are notified of the funding decisions six weeks from the proposal due date. Projects must start at least seven weeks after the application due date, as indicated below. Applicants who do not adhere to this timeline will be required to adjust their project timeline before being considered for funding. All project **must** be completed by Tuesday, May 31, 2022.

Proposal Due Date	Funding Notification	Earliest Project Start Date	Latest Project End Date
Monday, November 9, 2020	Monday, December 21, 2020	Monday, December 28, 2020	Friday, December 31, 2021
Monday, December 14, 2020	Monday, January 25, 2021	Monday, February 1, 2021	Friday, December 31, 2021
Monday, January 11, 2021	Monday, February 22, 2021	Monday, March 1, 2021	Monday, January 31, 2022
Monday, February 8, 2021	Monday, March 22, 2021	Monday, March 29, 2021	Monday, February 28, 2022
Monday, March 8, 2021	Monday, April 19, 2021	Monday, April 26, 2021	Thursday, March 31, 2022
Monday, April 12, 2021	Monday, May 24, 2021	Monday, May 31, 2021	Tuesday, May 31, 2022
Monday, May 10, 2021	Monday, June 21, 2021	Monday, June 28, 2021	Tuesday, May 31, 2022
Monday, June 14, 2021	Monday, July 26, 2021	Monday, August 2, 2021	Tuesday, May 31, 2022
Monday, July 12, 2021	Monday, 23, 2021	Monday, August 30, 2021	Tuesday, May 31, 2022
Monday, August 9, 2021	Monday, September 20, 2021	Monday, September 27, 2021	Tuesday, May 31, 2022
Monday, September 13, 2021	Monday, October 25, 2021	Monday, November 1, 2021	Tuesday, May 31, 2022
Monday, October 11, 2021	Monday, November 29, 2021	Monday, December 6, 2021	Tuesday, May 31, 2022
Monday, November 8, 2021	Monday, December 20, 2021	Monday, December 27, 2021	Tuesday, May 31, 2022
Monday, December 13, 2021	Monday, January 24, 2022	Monday, January 31, 2022	Tuesday, May 31, 2022
Monday, January 10, 2022	Monday, February 21, 2022	Monday, February 28, 2022	Tuesday, May 31, 2022
Monday, February 7, 2022	Monday, March 21, 2022	Monday, March 28, 2022	Tuesday, May 31, 2022
Monday, March 14, 2022	Monday, April 25, 2022	Monday, May 2, 2022	Tuesday, May 31, 2022

Institutional Internal 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 the applicant's 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.

All submissions must be completed in one sitting, 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.

Details on the requirements for each component of the full proposal can be found in the Proposal Guide on pages 4 to 6 of this guide.

The following items are to be uploaded as a single document:
1. Project abstract
2. Proposal narrative
3. Project timetable
4. Assessment Table
5. Additional appendices as appropriate

The following items are to be uploaded as individual documents:
1. Marketing Statement
2. Budget narrative
3. Indiana Campus Compact Fiscal Form

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4. Principal Investigator biography
5. Principal Investigator headshot—high resolution JPEG file
6. Co-Principal Investigator biography (as appropriate)
7. Co-Principal Investigator headshot—high resolution JPEG file (as appropriate)

All documents are to be saved using the following format: SC.PI Last Name.document.pdf or SC.PI Last Name.docx
(e.g., SC.Doe.Proposal.pdf or SC.Doe.Fiscal.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.

Questions

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

Funding Source

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

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). 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). 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 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.* 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). 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.

Requirements for the Full Proposal

Formatting

Proposals must adhere to formatting 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. Any applications that are not double spaced, use Times New Roman font, and include page numbering throughout may be rejected.

Project Title and Applicant Information

The Principal Investigator will enter the following information directly into Indiana Campus Compact's Engagement Portal when submitting the proposal. As a reminder, all submissions must be completed in one sitting, the system is not able to save incomplete applications for completion at a later date.

1. Project Title
2. Project Start Date—*refer to the Application Timeline on page 2 of this guide*
3. Project End Date— *refer to the Application Timeline on page 2 of this guide*
4. Grant Funds Requested—*dollar amount, maximum of $1,200*
5. Institutional Cash Match Provided—*dollar amount, minimum of 30% of requested amount*

The following information is required for the Principal Investigator and Co-Principal Investigator:

1. Full name
2. Academic institution
3. Professional title
4. Department or unit
5. Email address
6. Business phone number
7. Biography—*300 words or less, uploaded as an individual document*
8. Headshot—*uploaded as a high-resolution JPEG file*

The following information is required for the Fiscal Manager* and the Grant Manager[+]:

1. Full Name
2. Professional title
3. Email address

*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.

[+]The Grant Manager refers to the individual who oversees the institutional grant process. This individual is typically in your intuition's post-award department. The PI cannot serve as the Grant Manager.

Project Marketing Statement

The project marketing statement is uploaded as an individual document (file) within the Indiana Campus Compact Engagement Portal during the submission process. It is to be formatted as indicated above and include the Project Title, and the Principal Investigator(s) name(s) and institution(s).

Proposal Marketing Statement—*not to exceed 500 words*

A brief overview of the proposed project and its importance to general public. If this project is funded, this statement will be used in media releases and by Indiana Campus Compact. This statement should include the following components:

1. A minimum of two quotes from a variety of relevant stakeholders (e.g., from the Principal Investigators on the significance of the project, from the community partner on the impact to the community, from an institutional administrator on the relevance to the field as a whole).
2. How the project partners with local community partners (or members) in an authentic way and/or how students are involved either the planning or implementation of the project.

Proposal Narrative and Supplemental Documents

The proposal abstract, narrative and other supplemental documents are uploaded as a single document (file) within the Indiana Campus Compact Engagement Portal during the submission process. This document should be formatted as indicated above, and include the Project Title, and the Principal Investigator(s) name(s) and institution(s).

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Proposal Abstract—*not to exceed 500 words*

A summary description of the proposed project, including intended outcomes and outputs. This statement should be in alignment with abstracts submitted for academic conferences and/or peer-reviewed publications.

Project Narrative—*not to exceed eight pages excluding references or appendices*

1. **Community-Campus Partnership**: Describe the reciprocal and authentic community-campus partnership which will be developed and/or strengthened by this project, including the following:
   a. Identify the community partner organization(s) and how you became associated with this organization.
   b. The mission of the partnering community organization.
   c. The ways in which you will foster an authentic and reciprocal relationship with your community partner.
   d. The identified community need(s) **or** social concern(s), and how these were collaboratively identified.

2. **Community Engagement Experience:** Describe the community engagement experience, including the following:
   a. The type of community engagement experience this project will be designed around (e.g., episodic place-based project, plunge/alternative break experience, training workshops).
   b. The student (participant) learning outcomes, (e.g., student civic development outcomes) that are connected to the community-based experience.
   c. The specific activities (e.g., community-based, reflection) participants will engage in, and how these activities are connected to the learning objectives/outcomes for the experience.
   d. The role(s) your community partner and/or individual community members have, and/or will play in the project.
   e. If applicable, how you have intentionally involved other area institutions of higher education in this project.

3. **Cultivating a Culture for Community Engagement**: Describe how this project can help to foster a culture for community engagement at your institution, including the following:
   a. Your role in furthering a culture for community engagement within your department and/or the institution.
   b. Strategies you will use to mentor and recruit others to develop community engagement experiences, **or** how this project will help to encourage others to participate in future community engagement experiences.

4. **Dissemination and Sustainability**: Describe the plans for sharing the outcomes of this project with a broader audience, and your plans for sustaining the initiative beyond the funding period, including the following:
   a. The communication/public relations strategies you will use to promote the project and its outcomes to stakeholders.
   b. How you plan to sustain this project beyond the funding cycle.
   c. If applicable, how this program will further support your professional development goals and work as an engaged scholar.

Assessment Strategies—*not to exceed one page excluding the Assessment Table*

1. **Outputs, Outcomes, and Potential Impact**
   a. 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.
   b. 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.

2. **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 *(reflection, artifact, data)*	Assessment Technique

Output/Outcome/Impact:

Activity	Evidence *(reflection, artifact, data)*	Assessment Technique

Project Timetable—*not to exceed one page*

Include a timetable for your project. The timetable for the project is to outline the major components of the project and should include start and end dates and a brief description/details each activity.

Budget and Budget Justification

The budget narrative and fiscal request form are uploaded as individual documents. The budget narrative should be formatted as indicated above and include the Project Title, and Principal Investigator(s) name(s) and institution(s).

1. **Budget Narrative:** Briefly outline the anticipated expenses and how they support the project—*not to exceed one page.*
2. **Fiscal Request Form:** Proposals must include the Indiana Campus Compact Fiscal Request Form, see Appendix A. 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
	Total:	**$ 1,200.00**	**$ 360.00**	**$ 1,560.00**
	Total Amount Request:	**$ 1,200.00**		

Letters of Support

Each letter of support is to be uploaded as individual documents. Letters of support are to be submitted on institutional/organizational letterhead, unless submitted by a community member.

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

1. **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;
2. **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.

Applicants may submit additional Letters of Support, although only two are required. If more than three letters are to be submitted, any letters beyond three must be uploaded as a single .pdf or .zip file.

Signatures

The Principal Investigator will digitally sign the grant portal submission form. The Fiscal Manager and Principal Investigator will sign the Fiscal Request Form prior to it being uploaded.

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. It signifies that the application has been routed through and approved by your institution's granting offices in accordance with your institution's policies for receiving grant funds. It confirms that you have provided all the required information and documents, and that failure to provide complete information may result in denial of funding. In addition, you are agreeing to Indiana Campus Compact's Terms of Service, Online Privacy, and Non-Discrimination notices.

Appendix A
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
☐ Research *With* and *About* Community Engagement
☐ Faculty Fellows/Senior Faculty Fellow
☐ Electoral Engagement Grant
☐ Curriculum Development Fellow

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