



Campus Compact of the Mountain West



**ENGAGED**  
SCHOLARSHIP GRANT

## Spring 2016 Request for Proposals

**Eligibility** Full-time or adjunct faculty from all disciplines at Campus Compact of the Mountain West member campuses are eligible to apply.

**Grant Overview** The Engaged Scholarship Grant (ESG) program funds faculty projects that promote community engagement. These grants are intended to support and strengthen reciprocal community partnerships, promote student learning, and increase the visibility and legitimacy of community engaged work in higher education.

Projects must fall in one of three categories:

### 1) Service Learning

- Design a new course or revise an existing course with a community partner to include a service learning component. Examples of past funded projects include:
  - A Writing & Rhetoric course in which students worked directly with nonprofit organizations to create professional and engaging digital stories for marketing purposes.
  - A Culinary Nutrition course in which students designed and executed cooking demonstrations, nutrition education activities, and resource toolboxes in partnership with the Farm to Cafeteria program at Denver Green Schools.

### 2) Community-engaged Research

- Develop and initiate a community-engaged research project that addresses a community issue and advances the field of engagement. Examples of past funded projects include:
  - A project undertaken with the Denver District Attorney's Office to understand the trauma history and symptoms among women involved in domestic human trafficking and create a coordinated response protocol.
  - A project undertaken with the City of Pueblo's Wastewater Department to determine the effects of high molecular weight polymers (HMWP) used to dewater biosolids prior to their use as fertilizer on the availability of nutrients and anthropogenic organic contaminants in order to inform safe and effective biosolids management practices.

### 3) Community Engagement Impact Research

- Projects in this category examine the impact of community engagement and campus/community partnerships. Examples of past funded projects include:
  - A qualitative study on the impact of intensive service learning experiences on students' long term civic dispositions and democratic identities;
  - A qualitative study on the impact of a service learning course in positive psychology on the community college and high school students involved and the relationship between the community college and the high school.



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**Availability** Three grants of \$1500 each are available for Spring 2016. Institutions are required to match \$500 in cash or in-kind.

### **Timeline**

Spring Semester Projects –

- Proposals Due: October 16, 2015, 5:00pm
- Award Notification: October 26, 2015
- Grant Period Begins: January 4, 2016
- Grant Period Ends: June 10, 2016
- Project and Financial Reports Due: June 30, 2016

**Submitting Proposals** Please the grant proposal as **one PDF document** for peer review with official signatures to [katie@ccmountainwest.org](mailto:katie@ccmountainwest.org). Include *Engaged Scholarship Grant*, your name, and your institution in the subject line. Letters of recommendation may be submitted separately, but must be submitted by 5:00pm on October 16, 2015. Late or incomplete proposals will not be considered. Please make sure to follow your institution's guidelines for grant development and submission.

**CCMW Contact** Katie Kleinhesselink, Director of Member Services, [katie@ccmountainwest.org](mailto:katie@ccmountainwest.org) or 303.964.5104.

### **TERMS/CONDITIONS**

- **Project Director** refers to the faculty member who is responsible for the creation and implementation of the project. The Project Director serves as the manager of the course/research/professional service.
- **Account Manager** refers the individual who is authorized to accept external contracts and grants on behalf of a faculty member and/or department (the Account Manager cannot be the same as the listed Project Director). The Account Manager is responsible for the fiscal management of the ESG Faculty Grant and will fulfill the fiscal reporting requirements.
- **Allowable Grant Costs:** Examples of allowable costs include a faculty stipend to support course or project development and implementation OR faculty re-assigned time. Additional allowable costs include the direct costs associated with the development or implementation of the project such as printing and postage, site visit travel, and related conference fees. If there is a question regarding whether a particular expense is an allowable cost, please contact CCMW.
- **Non-allowable Grant Costs:** Grant funds cannot be used for indirect costs; items of durable equipment costing more than \$100 (unless approved in writing by CCMW); payment for participants to do service; fundraising activities; entertainment costs (e.g. tickets to recreational events, ball games, zoos, etc.); clothing such as T-shirts or hats; or cash incentives.
- **Reporting Requirements:** The Project Director must submit a written reflection (three to five pages, double-spaced) that addresses the project's observed impacts as compared to intended impacts, successes and challenges, and its effect, if any, on the Project Director's willingness and ability to implement future service/community-based initiatives. In addition, the Account Manager must submit an itemized report of all expenditures associated with the grant. If the expenditures differ greatly from those anticipated in the project budget, please provide a brief explanation.



## Spring 2016 Engaged Scholarship Grant Proposal

### Title Page

|  |   |   |   |
|--|---|---|---|
| Grant Request Amount:  |   | Matching Funds Amount:                              |   |
| Focus of Project:  | <input type="checkbox"/> Service Learning | <input type="checkbox"/> Community-Engaged Research | <input type="checkbox"/> Community Engagement Impact Research |
| Project Title:   |   |   |   |
| Course Title (if applicable):  |   |   |   |
| Project Director (name and title):   |   |   |   |
| Institution:   |   | Department:   |   |
| Grant Contact Information (Address to which funds will be sent if proposal is accepted and how the check should be made out):  |   |   |   |
| Telephone (work):  |   | Email:  |   |
| Account Manager (name and title):  |   |   |   |
| Telephone (work):  |   | Email:  |   |
| How did you become aware of this funding opportunity:  |   |   |   |
| I am willing to share this project with others via the Campus Compact of the Mountain West website.  |   | <input type="checkbox"/> Yes                        | <input type="checkbox"/> No                                   |
| By signing below, the campus representatives certify to the best of his/her knowledge that the data in this application is true and correct, and that the governing body of the applicant has duly authorized the filing of this application, and that the applicant will comply with the assurances required of applicants if the proposal is approved. |   |   |   |
| Project Director Signature:  |   | Date:   |   |
| Account Manager Signature:   |   | Date:   |   |
| <b>Please include original signatures with your electronic submission.</b>   |   |   |   |



## Proposal Components

- 1) **Abstract:** Briefly describe the proposed project (double-spaced, not to exceed one page).
- 2) **Project narrative:** Use the following outline (double-spaced, not to exceed 5 pages).
  - **Design:** Describe the proposed project, as it relates to one of the following three focus areas, clearly addressing the issues listed in the area below that will be the focus of the project:
    - **Service Learning:** Include a summary of the learning objectives of the course. Describe the need the service activities will address and how the need was identified. Provide a clear rationale for why this service should be integrated into the course. Describe the reflection activities you will structure to clearly link the service experience with the learning objectives of the course. Describe how you will assess student learning and community impact. Provide evidence for the sustainability of the course after the grant period ends.
    - **Community-engaged Research/Community Engagement Impact Research:** Describe the community-engaged or community engagement impact research project which you will implement. Provide a context for the project (i.e., community issue or issue within the field of service-learning). Describe how the project relates to your discipline and how it might be integrated into your teaching and professional service or inform future research. Provide evidence for the sustainability of the project, should it extend beyond the grant period.
  - **Impact:** Discuss the potential impact this project will have on the following:
    - Student learning
    - Furthering institutional and departmental institutionalization community engagement
    - Addressing community issues
    - Advancing community engagement within a specific field
    - Advancing your professional development and scholarship
  - **Community Partnership:** Describe the community partnerships including the role of community representatives in the design and implementation of the project and how the results of the project will be disseminated.
- 3) **Timeline:** The implementation timeline should indicate target dates for completion of project activities, as well as other details pertinent to the project.
- 4) **Letters of support:** At least two letters of support are required. All applicants must include a letter of support from their department chair specifically addressing how this project supports the goals of the school or department and one letter of support from a community partner. Applicants may include up to two additional letters of support.



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- 5) **Budget:** Each applicant may apply for a grant of up to \$1,500.00. The institution must provide a minimum cash or in-kind match of \$500.00. The match must come from the institution and not a community partner or other source. Include a line item budget indicating how both grant and match funds are to be expended with a cost basis column that explains the calculation of line item amounts. Below is an example of how the line item budget should be structured – if applicable, please use your institution’s required budget form.

**Sample Budget**

| Item  | Narrative  | Grant   | Match | Total   |
|---|--|---------|-------|---------|
| <b>Personnel/Staffing</b>   | 1 faculty stipend @ \$750; 1 GA stipend at \$500   | \$750   | \$500 | \$1,250 |
| <b>Supplies</b>   | Survey supplies: paper, printing, postage  | \$250   |       | \$250   |
| <b>Travel</b>   | Travel to and from site: 4 visits x 50 miles roundtrip x \$0.50 per mile: \$200<br>National conference registration: \$300 | \$500   |       | \$500   |
| <b>Total Costs</b>  |  | \$1,500 | \$500 | \$2,000 |
| <b>Match source: The GA stipend is provided by the Graduate School.</b> |  |         |       |         |