



Spring 2018 Community Engagement Grant Application

Overview/Instruction Sheet

Purpose: Community Engagement Grants (CEG) support scholarly projects that represent collaborative partnerships among community partner, student, and faculty teams. Projects should advance the development of community partner capacity, engage students in service learning and/or research, and facilitate the evolution of faculty scholarly identity as it relates to community-identified needs. The goal of this community engagement grant is to expand and deepen mutually beneficial relationships among faculty, students, and community partners. Questions about the CEG? Contact Scot Kelly in the Office of Community Engagement (kellyas@uncw.edu or 962-3876).

Grant Award Amount: Up to \$3,000 for individual faculty members, up to \$5,000 for faculty teams. (Note: The CEG Application is for funds awarded in January-June 2018. Spending must begin in Spring 2018 and be fully expended by June 10, 2018.)

Eligibility: All full-time faculty (tenured, tenure track, and lecturers) are eligible to apply for CEG Grants.

Requirements: The Office of Community Engagement seeks projects that demonstrate community engagement, defined as “collaboration between institutions of higher education and their larger communities for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity.”² A subcommittee of the Community Engagement Advisory Board will rank proposals for the extent to which best practices for community-engaged projects are reflected and include a feasible budget and time line for implementation of the proposed activities. Ranking criteria include:

1. Elements of demonstrated community need.
2. Evidence of engagement by faculty, students, and at least one community partner in all stages of the project.
3. Mutually determined, measurable project outcomes and delineated processes that respect local knowledge.
4. Clear commitment to community partnership, including reciprocity and benefit for all partners.
5. Clearly articulated student learning outcomes.
6. Plan for dissemination of results to the community partner involved in the study, as well as to others in the region and beyond.

Post grant requirements include submission of a written report of project results and expenditures to Community Engagement by **August 31, 2018** and possible participation in a community forum in Fall 2018 highlighting CEG project outcomes.

Deadline: CEG proposals are due by **5p on Tuesday, October 31, 2017**. Please consult with relevant Chairs/Directors and Deans so that sufficient lead-time is allowed for them to review and sign the proposal. The application form begins on page 2. Please download the application and save to your desktop in order to complete the forms. The application must be typed (in at least 12 point font). Submit the full application electronically, with signatures, in a single PDF file to Scot Kelly (kellyas@uncw.edu) by 5p, Tuesday, October 31, 2017.

¹ The structure for this grant proposal was adapted from the University of North Texas.

² See http://classifications.carnegiefoundation.org/descriptions/community_engagement.php

SPRING 2018 COMMUNITY ENGAGEMENT GRANT APPLICATION

Principal Investor: _____ (Name only one person)

Employee ID #: _____

Phone #: _____

Department: _____

Email Address: _____

Current Faculty Rank: _____

Years at UNCW: _____

Highest Degree & Year Obtained: _____

Community Partners: _____ **Agency(s):** _____

Additional Faculty Investigator(s): _____ **Department(s):** _____

Student(s): _____

Proposal Title:

Provide an **abstract** of the proposed project, which can be understood by a person NOT familiar with your discipline. Include information on background, methods, expected results, time line, and estimated impact. LIMIT THE STATEMENT TO **200** WORDS.

SPRING 2018 CE GRANT—APPLICANT ASSURANCES

Compliance

Yes No Does the study involve the use of human subjects in experiments or as a survey of respondents?

If yes, I will return a copy of the **IRB approval letter** to Office of the Associate Vice Chancellor for Community Engagement, Alderman 111, and understand that funding will not be released until I do so. _____

Credential Review – Please attach your CV.

SPRING 2018 CE GRANT—PROJECT NARRATIVE

In three pages (plus references), provide a narrative description of the project you intend to carry out. It is critical that this portion of the application be written in a manner so that someone outside your field will be able to understand the importance and approach of the project.

1. Rationale and significance of the project including a brief review of supporting and related literature.
2. Elements of demonstrated community need.
3. Evidence of at least one community partner, faculty, and student engagement in all stages of the project.
4. Mutually determined measurable project outcomes and delineated processes that respect local knowledge.
5. Clear commitment to community partnership, including reciprocity and benefit for all partners.
6. Clearly articulated student learning outcomes.
7. Dissemination plan for results to the community partner involved in the study, as well as to others in the North Carolina communities and beyond.

TYPE THE NARRATIVE IN A 12 POINT FONT AND APPEND.

SPRING 2018 CE GRANT—BUDGET
SUMMARY Grant Period: January 1, 2018 through
 June 10, 2018 (**Spending must be completed in**
SPRING 2018.)

Budgetary Restrictions:

CEG requests are for up to \$3,000 for individual faculty applicants and \$5,000 for faculty groups. CEG requests **MAY NOT BE USED** for the following purposes:

Professional Memberships	Professional Conference Registration
Journal Subscriptions	Gifts to Community Participants (including gift cards)
Food or Alcohol	Payments to non-UNCW employees or non-UNCW students
Capital Equipment	Travel for non-UNCW employees, or student travel
Course buyout	Payment for services rendered prior to or after the grant period

*See FAQ for more detail on student travel

Also, any funding for undergraduate students must have students' work completed by May 10, 2018.

The CEG Review Committee reserves the option to partially fund CEG requests.

Budget Request and Cost Share:

Please complete the budget grid below. Include any cost sharing with community partners, the academic department, college, and/or other source in the **Cost Share** column. Include the details of the amount you are requesting in the **Budget Request** column. **The total in the Budget Request column cannot exceed \$5,000.**

<i>Description</i>	<i>Budget Request</i>	<i>Cost Share</i>
A. PAYROLL (<i>Salaries & Wages</i>)		
1. Salaries – positions paid a salary by the university		
2. Wages – all students and part-time employees		
B. GENERAL OPERATING EXPENSES (M&O)		
1. Supplies / Materials		
2. Consultants / Professional Fees		
C. TRAVEL		
D. OTHER EXPENSES – Explain		
TOTAL		

SPRING 2018 CE GRANT—BUDGET JUSTIFICATION

A. PAYROLL

Salaries – *Provide a brief job description of each position requested for this project. "Salaries" are for salaried personnel paid a salary by the University.*

Wages - *Provide a brief job description of each position requested for this project. "Wages" are for all students, and hourly paid employees.*

B. GENERAL OPERATING EXPENSES (M&O)

Supplies / Materials – *Justify with appropriate details*

Consultants / Professional Fees - *List individually and explain in detail*

C. TRAVEL

Identify the specific locations, objectives to be accomplished, and the essential need to the project.

D. OTHER EXPENSES – *Explain in detail*

Note: Be sure to adhere to the “Budgetary Restrictions” listed on the Budget page.

SPRING 2018 CE GRANT—SIGNATURES

Name of PI: _____

Applicant: The electronic signatures below attest to the accuracy of the information in this proposal and accompanying materials, to your commitment to participate in a Spring 2018 community forum highlighting CEG recipient project results, and to provide a written report of project results to Community Engagement by August 31, 2018. **Failure to complete the grant requirements will result in the PI's exclusion from future CE Grant competitions for one year.**

BE SURE TO SAVE DOCUMENT AFTER EACH ELECTRONIC SIGNATURE!

Signature of Applicant

Date

Signature of Community Partner Representative

Date

Agency/Organization Name

Signature of Student(s) (if specific student hired)

Date

Signature of Faculty Colleague (if needed)

Date

Responsible Administrators: Your signatures below attest to your support of the applicant's request of Community Engagement Grant funds, and to the accuracy of any committed resources from your unit.

Signature of Chair/Director

Date

Signature of Dean

Date

BE SURE TO SAVE DOCUMENT AFTER EACH ELECTRONIC SIGNATURE!