

Service-Learning Faculty Mini-Grant REQUEST FOR PROPOSALS



The Center for Service-Learning is requesting applications for **Faculty Mini-Grant Awards**.

Grants, typically ranging \$100 to \$500, are available to fund service-learning courses/projects.

Selection Criteria

Grants will be awarded to faculty on a competitive basis according to the selection criteria below:

1. **Project Design:** Service-learning courses/projects must be well designed with a timeline that incorporates the service activities and reflection activities before, during, and after the service. Best practices in service-learning and teaching/learning shall be incorporated in this section.
2. **Student Learning Goals:** Courses/projects must incorporate well-defined objectives (academic enhancement, civic learning, and personal growth) and measurable outcomes (S-LOs 1.1 - 3.3). To save space, use abbreviations for Learning Outcomes (E.g., SLO 1.3), opposed to typing out the verbiage of the complete SLO (E.g., SLO 1.3: Students will demonstrate ability to assess . . .)
3. **Community Needs:** Service-learning courses/projects must have a positive impact on the community and target an unmet need defined in conjunction with the community partner(s).
4. **Creativity & Innovation:** The course/project shall creatively enhance the learning of course content. If applicable, outline: project history, innovative ideas/practices, cross-disciplinary approaches, ties to faculty/student research, and strategies for use/re-use of mini-grant items.

Available Funds & Size of Awards

Awards expected to range between \$100 and \$500. Larger allocations granted on case-by-case basis.

Proposal Contents (All proposals **must** contain the following):

1. **Title Page** (*attached*)
2. **Proposal Narrative** (*One page maximum*): Proposals should address all criteria listed above (#1-4). Focus attention on connection between service and learning goals/objectives.
3. **Budget & Budget Narrative** (*One page maximum*): To the extent possible, detail how requested budget shall be spent. Include types of materials, how materials selected, etc.

Instructions & Application Deadlines:

Applications must be typed & submitted to ServiceLearning@ccga.edu by:

Spring: January 28

Summer: May 12

Fall: September 3

Final Reports

A final report for each mini-grant is required. Reports include 1) summary of the course/project, 2) outline of impact the mini-grant funding had on the course/project in relation to student learning, and 3) lessons learned from the project/experience. **Final reports are due no later than the final grade deadline for the semester in which the mini-grant was received.** Failure to submit a final report will result in exemption from further mini-grant applications until the required final report is submitted.



Faculty Mini-grant Application

Title Page

Project Title: _____

Amount Requested: \$ _____

Faculty Member(s): _____

Department(s) & School(s): _____

Community Partner(s): _____

Course Title(s): _____

Semester: _____

***Applicant:** By signing this application, you certify to the best of your knowledge that the information contained in this application is true and correct, that the filing of this application has been duly authorized by your dean or department head and that you will comply with the assurances required of applicants if the proposal is approved.*

Type Faculty Name(s): _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

***Dean and Department Head:** By signing this application, you certify that you have read the contents and are in full support of the proposal, its development, implementation, and outcomes.*

Dean Name: _____

Signature: _____ Date: _____

Chair Name: _____

Signature: _____ Date: _____



2. Proposal Narrative (*One page maximum*): Proposals should address all criteria listed above (Project design, student learning goals, community needs, and creativity & innovation). Focus attention on connection between service and learning goals/objectives.



3. Budget & Budget Narrative (*One page maximum*): To the extent possible, detail how requested budget shall be spent. Include types of materials, how materials selected, etc. If students will be selecting materials for purchase, describe the process through which the items will be reviewed for project relevance, enhancement of learning and/or the project itself, and potential for re-use.