

**Center for Community Engagement
University of Rochester**

**Community-Engaged Learning
Course Operational Grant
Proposal Template
2023-2024**

Purpose:

The Community-Engaged Learning Course Operational Grant provides funds up to \$3,500 to faculty and staff whose projects or courses combine academic learning and community engagement opportunities for undergraduate students in Arts, Sciences and Engineering. The purpose of these grants is to:

- Support valuable community-university partnerships
- Address community-identified needs
- Enhance student learning

We are highly selective of and prioritize projects in which community partners beyond campus are genuine partners -- where partners play a role in setting learning objectives, and designing and implementing learning activities, and the project addresses an unmet need as defined by the partner.

Definition of Community-Engaged Learning:

Community-engaged learning provides a structured approach to learning and teaching that connects meaningful community experiences to enhance academics, personal growth, and civic identity. This type of learning enriches coursework by encouraging students to apply the knowledge and analytic tools gained in the classroom to the pressing issues affecting our communities.

Examples of Covered Expenses:

There are a variety of expenses that the Course Operational Grant covers related to AS&E courses and academic projects. Covered expenses include but are not limited to:

- Materials and equipment
- Food for events, meetings
- Teaching assistant wages
- Honoraria and speaker fees
- Transportation and accommodations

Expenses not covered by the Course Operational Grant includes:

- Salary support, supplemental salary, and extra compensation for University faculty and staff

Eligible Applicants

Any University faculty or instructional staff member engaging Arts, Sciences and Engineering undergraduates in courses or academic projects are eligible for this Course Operational Grant program.

Application Instructions

All applications must be completed and submitted through the online form to the Rochester Center for Community Leadership for review. To complete the application first complete the budget template (below) and upload it [here](#), where you will also fill out the online application.

Grants are awarded on a rolling basis, but the priority is given to grants with a high level of community-engagement. Proposals are reviewed as they are received, it is advantageous to submit proposals early. ***The following deadlines will be followed for awarding Course Operational Grants: Fall courses – August 1st, spring courses – December 1st.*** If you require assistance in projecting transportation expenses in your proposal, contact Andrew Thomas (andrew.thomas@rochester.edu).

Grant Review Process

A Review Committee will review each application. Reviewers consider each application, judging applications based on the criteria listed below. Funding decisions are made based on the availability of funding and the extent to following criteria are met:

- Proposed activities contribute to community-engaged criteria
 - *Exposure to issues of inequality or unmet needs in community*
 - *Material taught in collaboration with non-academic community partner*
 - *Coursework contributes to mission and needs of non-academic partner organization*
- Budget is complete and reasonable to meet the goals of the project within funding guidelines

Applicants who are awarded funding will be notified via email with an Award Letter. Those who are not funded will receive an email with notes regarding comments and suggestions for future applications.

Budget form template

This template must be completed and submitted with your online application.

**Rochester Center for Community Leadership
Community-Engaged Learning
Course Operational Grant
Budget Template**

Proposed Budget:

Expense	Estimated Date of Expense	Estimated Cost
Total (funding not to exceed \$3,500)		Total \$

Additional comments/information: