

## Center for Community Engagement

### Community-Engaged Learning | Course Operational Grant

#### Request for Proposals

#### **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 and prioritize projects in which community organizations beyond campus are genuine partners – meaning that they play a role in setting learning objectives and designing and implementing learning activities; and the project addresses unmet needs as defined by the partner.

#### **Definition of Community-Engaged Learning:**

Community-engaged learning provides a structured approach to teaching and learning that connects meaningful community experiences to enhance the academics, personal growth, and civic identity of participants. 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 and meetings
- Teaching assistant wages
- Honoraria and speaker fees
- Transportation and accommodations

Expenses not covered by the Course Operational Grant include:

- Salary support, supplemental salary, and extra compensation for University faculty and staff. Certain exceptions can be made, but require approval from department supervisors and timekeepers for extra compensation.

## Eligible Applicants

Any University faculty and instructional staff member engaging with 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 Center for Community Engagement at the University of Rochester, 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 priority is given to grants with a more active range of community-engaged responsibilities. Proposals are reviewed as they are received, and 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, consult the [UR Finance Reimbursement Overview](#). Any mileage reimbursement requests will require submitting a [Mileage Log Form](#) to the Community-Engaged Learning team. More information about this will be included in a Post-Award Grant contact.

## 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 the community*
  - *The material taught in collaboration with non-academic community partner*
  - *Coursework contributes to the mission and needs of a non-academic partner/s organization*
- A 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.

## Contact

Please reach out to [c-el@ur.rochester.edu](mailto:c-el@ur.rochester.edu) if you have any questions about this grant.

**Center for Community Engagement**  
**Community-Engaged Learning | Course Operational Grant**  
**Budget Template**

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

**Proposed Budget:**

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

**Additional comments/information:**