



# High-Impact Community Engagement Practices

2023–2024 Request for Proposals

May 2023

## Essential Program Information

- Program Overview:** This funding opportunity supports the implementation of high-impact community engagement learning practices through curricular and co-curricular opportunities that intentionally emphasize community engagement practices that increase and strengthen community-campus partnerships and student learning while deepening the culture for community engagement across the institution.
- Project Examples:**
- **Curricular** experiences such as service-learning courses, community-based writing-intensive, capstone or first-year courses, undergraduate research courses, and community-driven internships
  - **Co-curricular** experiences such as common learning communities for students, faculty, staff or community members, or reoccurring community engagement activities designed in a reciprocal and collaborative framework
  - Community-based **research** where the community partner plays a reciprocal role in co-creating the initiative and students are gaining a greater understanding of research practices. Typically, projects are incorporated into an academic course, as an independent study project, or a small pilot study.
- Funding Award:** \$4,000                                      **Required Institutional Match:** \$800
- Who Should Apply:**
- **Faculty** of any rank or discipline looking to implement quality community-engaged pedagogies into their courses *or* looking to examine an emerging topic of interest as identified through collaboration with the community.
  - **Campus Professional Staff and Senior Administrators** looking to implement community engagement projects that benefit the community and its members *or* looking to examine how these practices are affecting the institution (e.g., campus and/or partner organization) and its stakeholders.
  - **Graduate Students** of any discipline working to support community and civic engagement across their institution or incorporate community engagement practices into their growth and development. This includes funding for courses they teach (or co-teach) *or* to support their original research either in collaboration with the community *or about* community engagement practices.
- Proposal Deadlines:** On the 3<sup>rd</sup> Mondays in February, March, May, July, September, and November 2023. January, March, May, and July 2024.
- Program Period:** PI Determined—Typically 6 to 12 months beginning 7 weeks after the application deadline
- Information Available:** [www.communityengagedalliance.org/hicep/](http://www.communityengagedalliance.org/hicep/)

## Program Details and Goals

The Community-Engaged Alliance *High-Impact Community Engagement Practices Grant* supports the development and implementation of a high-impact community engagement learning practice. These types of activities can include both curricular (first-year seminars, capstone courses, global learning, internships, service-learning courses, undergraduate research course, and writing-intensive courses) and co-curricular (common intellectual experiences, learning communities) experiences that also incorporate an intentional emphasis on community-engagement practices—e.g., place, humility, integration, depth, development, reflection, teams, capacity building, impact orientation, evidence, learning, mentors, and sequence. Research-focused projects are to be attentive to community-identified topics. Funded projects will support strong reciprocal community-campus partnerships that strengthen student learning, and further support a culture of community engagement within the institution.

### Program goals:

1. Increase the number of high-quality, place-based experiences designed to support the development of college students at Community-Engaged Alliance partner institutions into the next generation of civic leaders and community-minded professionals.
2. Support institutional stakeholders through the implementation of high-impact community engagement teaching practices that address community identified concerns.
3. Increase the number of authentic reciprocal community-campus partnerships designed to strengthen student learning, further support a culture of community engagement within the institution, and/or work towards systemic community change.

The *High-Impact Community Engagement Practices Grant* will support projects lasting from 6 to 12 months as determined by the Primary Investigator(s). Recipients will be provided access to online repository of resources to support their work and can engage in a one-on-one consultation session with Community-Engaged Alliance staff during the project.

#### The recipient(s) will:

1. Develop a high-impact community engagement experience ranging from:
  - **Curricular:** Teach a curricular experience such as service-learning courses, community-based writing intensive, capstone or first-year courses, undergraduate research courses, and community-driven internships
  - **Co-curricular:** Implement an experience such as a common learning community, reoccurring community engagement activity designed in a reciprocal and collaborative framework
  - **Research:** Design and implement a community-based research project where the community partner plays a reciprocal role in initiative and students are gaining a greater understanding of research practices
2. Develop a new or enhance an existing community-campus partnership in a manner that fosters an authentic and reciprocal relationship.
3. Incorporate member(s) of the partnering community organization (or community member(s)) as a co-facilitator.
4. Make progress towards producing traditional (e.g., academic publications, conference presentations, etc.), creative works (e.g., public art, exhibition, etc.), and/or educational and public resources (e.g., program evaluation, training materials, community assessment tools, etc.) for dissemination.
5. Meet all agreed-upon project deadlines and submit a final report outlining the progress, outcomes, and impact.

## Eligibility

The *High-Impact Community Engagement Practices Grant* is open to the following individuals at [Community-Engaged Alliance partner institutions](#):

- Faculty from any discipline and of any rank or employment status
- Campus professional staff
- Executive or Senior Administrators
- Graduate students (full or part-time) from any discipline
- Representatives of community partners or community members may serve as co-Investigators

## Project Duration, Availability, and Funding

### Project Duration and Availability

Funded projects will last between 6 and 12 months as determined by the Primary Investigator(s).

Community-Engaged Alliance has funding to award 10 *High-Impact Community Engagement Practices Grants* during the 2023-2024 funding cycle.

### Project Funding

- Grant award are \$4,000 from Community-Engaged Alliance.
- A minimum institutional match of \$800 is required.

Grant funding will be distributed 30 days following a fully executed Funding Agreement. Refer to [Community-Engaged Alliance's Grant Terms and Conditions](#) for additional information on grant fund usage and institutional match information.

## Application Timeline, Institutional Routing, and Submission Process

### Application Timeline

**Submission Dates:** Proposals are accepted on the **third Monday of the following months: February, March, May, July, September, and November 2023, as well as January, March, May, and July 2024.**

**Application Notification:** Applicants are notified of the funding decisions six weeks from the proposal submission date.

**Project Duration:** **Projects are able to begin seven weeks following each proposal submission date.** Typical projects are 6 to 12 months in duration as determined by the Primary Investigator(s).

### Institutional Internal Routing

Applicants are responsible for ensuring their proposal has been routed through, and approved by, their granting offices (e.g., sponsored program, contracts & grants, or other similar offices) in accordance with their university's policies for obtaining external funding **prior** to submission to Community-Engaged Alliance. Any application not approved, or properly routed may not be funded.

## Submission Process

All proposals are to be submitted via the [Community-Engaged Alliance submission system](#). See the Proposal Guide on pages 4 to 7 for details on what information is to be directly entered into the online form and what information is to be uploaded as an Adobe PDF (.pdf).

## Award Terms

By submitting a proposal, you are agreeing to [Community-Engaged Alliance's Terms of Service, Online Privacy, and Non-Discrimination notices](#).

Those lead Primary Investigators and their employing institutions who receive funding from Community-Engaged Alliance will be required to sign a Funding Agreement indicating acceptance of Community-Engaged Alliance's [Grant Terms and Conditions](#) and the individual terms for their funded project.

## Questions

Direct question to Laura Weaver, Director of Professional Development and Engaged Learning at [grants@engagedalliance.org](mailto:grants@engagedalliance.org).

## Funding Source

Funding for this program is supported by a grant from Lilly Endowment Inc. to Community-Engaged Alliance.

### Proposal Submission Process and Formatting

#### Submission System

Proposals are to be submitted via the [Community-Engaged Alliance submission system](#). See the [Application Timeline, Institutional Routing, and Submission Process](#) section on [page 2](#) for more details.

#### Proposal Formatting

Proposals must adhere to formatting guidelines of the current edition of the Publication Manual of the American Psychological Association (APA Style Guide) and include a reference page and appendices where appropriate. Any applications that are not double spaced and include page numbering throughout may be rejected.

Some aspects of the proposal will be entered directly into the submission portal while others will be uploaded as individual documents. Acceptable file formats for uploaded documents are Microsoft Word (.doc, or .docx), or Adobe PDF (.pdf). Headshots are to be saved as a high-quality JPEG (.jpg or .jpeg) or PNG (.png) file.

*The following information will be entered directly into Community-Engaged Alliance submission system:*

#### Project Information

1. Project Title
2. Project Start Date—*must be 7 weeks after the submission deadline*
3. Project End Date—*approximately 6 to 12 months from the start date*
4. Project Type—*select one option: Curricular, Co-Curricular, or Research*
5. Institutional Match Provided—*minimum of \$800*

**Investigator Information**—required for the Primary Investigator and any Co-Investigators:

1. Full name
2. Academic Institution or Community Organization
3. Professional Title
4. Department or Unit
5. Email Address
6. Business Phone Number
7. Biography—*approximately 300 words; individually uploaded*
8. Headshot—*uploaded as a high-resolution JPEG or PNG file*

**Fiscal Officer\* and Grant Manager\*:**

1. Full Name
2. Professional Title
3. Department or Unit
4. Email Address
5. Business phone number

\*The Fiscal Manager refers to the individual who is a designated financial signatory for the campus. The Fiscal Officer will fulfill the financial reporting requirements and manage all financial aspects of the grant.

\*The Grant Manager refers to the individual who oversees the institutional grant process. This individual is typically in your institution's post-award department. The PI cannot serve as the Grant Manager.

### Proposal Narrative and Supplemental Documents

All aspects of the proposal, except the Primary Investigator and any Co-Investigator(s) headshots and biographies are uploaded as a single document (file). **Notice the different Project Narrative Requirements for the three project types (curricular, co-curricular, or research) and respond to the appropriate prompts.** All other aspects of the proposal are the same for all project types. All proposals must include a signed Fiscal Request Form available on page 8 or the [Community-Engaged Alliance webpage](#).

#### Proposal Requirements

**Proposal Title Page**—*including the project title, funding opportunity, Investigator names and affiliations, and submission date.*

**Proposal Marketing Statement**—*not to exceed 500 words*

A brief overview of the proposed project and its importance to the general public. If this project is funded, this statement will be used in media releases and by Community-Engaged Alliance. This statement should include the following components:

1. A minimum of two quotes from a variety of relevant stakeholders (e.g., from the Primary Investigator(s) on the significance of the project, from the community partner on the impact to/on the community, from an institutional administrator on the relevance to the field as a whole).
2. How the project partners with local community partners (or members) in an authentic way and/or how students are involved in either the planning or implementation of the project.

**Proposal Abstract**—*not to exceed 500 words*

A summary description of the proposed project, including intended outcomes and outputs. This statement should be in alignment with abstracts submitted for academic conferences and/or peer-reviewed publications.

**Project Narrative Requirements**—*not to exceed 4 pages, excluding references*

Complete the Project Narrative Requirements for the project type in which you are applying (select one of the types below):

1. [Curricular Project](#),
2. [Co-Curricular Project](#), or
3. [Research Project](#).

1. **Curricular High-Impact Community Engagement Practice:** Describe how you plan to expand your current pedagogical practice to move beyond the traditional forms of teaching to incorporate at least one high-impact community engagement practice. Be sure to include the following:
  - a. The type of high-impact community engagement practice you plan to implement.
  - b. How you will intentionally integrate one or more of the “community-engaged practices” (see Hoy & Johnson, 2013 for examples) into your course.
  - c. Identify the project participants, either by name or category, and the role or responsibilities of each.
  - d. The identified community need(s) or social concern(s) and how they were collaboratively identified.
  - e. The community and reflection activities, and how these are intentionally connected to the outcomes identified above.
  - f. How, if applicable, you have intentionally involved other area institutions of higher education in this project.
2. **Co-Curricular High-Impact Community Engagement Practice:** Describe how you plan to expand your current practice to move beyond the traditional and incorporate at least one high-impact community engagement practice. Be sure to include the following:
  - a. The type of high-impact co-curricular community engagement practice you plan to implement.
  - b. How you will intentionally integrate one or more of the “community-engaged practices” (see Hoy & Johnson, 2013 for examples) into the project.
  - c. Identify the project participants, either by name or category, and the role or responsibilities of each.
  - d. The identified focus topic, community need(s) or social concern(s), and how it was collaboratively identified.
  - e. The community and reflection activities, and how these are intentionally connected to the outcomes identified above.
  - f. How, if applicable, you have intentionally involved other area institutions of higher education in this project.
3. **Research Focused High-Impact Community Engagement Practice:** Describe the planned community-based research and be sure to include the following:
  - a. The type of community-based research project (e.g., participatory action research, community-engaged research, undergraduate community-engaged research) being implemented and the roles you, students (undergraduate and/or graduate), and community partners will be engaged in the project.
  - b. Identify the research question, purpose, and/or topic, as well as the community identified social concern or need in which it connects. Discuss the role the community partner had in its identification.
  - c. Discuss the anticipated research design framework or methodological approach for the study *or* how you plan to develop the approach as part of the project.
  - d. How, if applicable, you have intentionally involved other area institutions of higher education in this project.

**Community-Campus Partnership**—*not to exceed 2 pages*

Describe the reciprocal and authentic community-campus partnership which will be developed and/or strengthened by this project. Include the following:

1. Identify the community partner organization(s) and how you became associated with this organization.
2. The ways in which you will foster an authentic and reciprocal relationship with your community partner.

**Project Goals, Objectives, Assessment Strategies and Potential Impact**—*not to exceed 3 pages; use logic models, lists, or charts as appropriate*

1. **Goals and Objectives:** Identify the project’s goals and objectives including those related to any of the following (as appropriate): student and/or professional learning and development, civic learning and development, and/or community partners and/or community-focused concerns.

2. **Connection to Areas of Outcomes:** Identify, *where appropriate*, how each of the project goal(s) and objective(s) identified above connect to Community-Engaged Alliance’s focus Areas of Outcomes:
  - a. *Course or Co-Curricular:* e.g., altering or improving syllabus, beginning or strengthening partnership(s), improving assessment practices
  - b. *Students:* e.g., attitudinal, or behavioral changes, shifts in values, cognitive or development, educational attainment, subject matter competence
  - c. *Unit or Institutional:* e.g., aligning units or institutional goals/objectives; alignment of community engagement and anchor-based initiatives; deepening the work to incorporate critical community engagement; developing systems for tracking and monitoring community engagement efforts; informing unit or institutional mission or vision; unifying community engagement work across the institution
  - d. *Faculty:* e.g., develop an artifact for promotion and/or tenure; develop a scholarly output; professional development on specific community engagement topic(s); interpersonal development; learn about the community
  - e. *Community:* e.g., capacity building, improving operations, improving conditions, change in policy or practice, community/individual empowerment
  - f. *Senior Administrator or Professional Staff:* e.g., development of scholarly output; professional development on community engagement topic(s); interpersonal development; professional development on non-community engagement topic(s); support for annual/merit review; build or connect to a network of engaged practitioners
  - g. *Social Justice:* e.g., developing critical community engagement activities; developing authentic community partnerships; addressing systemic injustices; communicating across differences; dismantling of power inequities; allyship, advocacy, or policy work, developing critical consciousness; anti-racist education or engagement activities
3. **Potential Impact:** Describe the potential long-term impact of the project on students, the community partner and/or broader community, and institution (as appropriate).
4. **Connection to and Impact on Indiana:** Discuss how the project is directly connected to Indiana (e.g., student(s), faculty, community partner(s) located in Indiana, or the experience taking place in Indiana) and how the project looks to impact Indiana (e.g., Indiana communities, Indiana institutions, or Indiana residents).

**Cultivating a Culture for Community Engagement**—*not to exceed 1 page*

Describe how this project can help to foster a culture for community engagement at your institution. Please include the following:

1. Your role in furthering a culture for community engagement within your department and/or the institution.
2. The strategies you will use to mentor and recruit others to develop high-impact community engagement learning experiences.
3. Describe the plans for sharing the outcomes of this project with a broader audience including at least one scholarly product that may be produced from the project (.g., traditional, creative works, and/or educational/public resource).

**References**— *formatted to the current edition of the APA Style Guide*

**Project Timeline**—*not to exceed 2 pages; may use a table, gnat chart, list, or another appropriate method*

**Budget Narrative**—*not to exceed 2 pages*

Briefly discuss the anticipated expenses and how they support your project. Ensure that all grant-funded expenses adhere to Community-Engaged Alliances’ [Grant Terms and Conditions](#).

**Fiscal Request Form**

The Fiscal Request Form is uploaded as an [individual](#) document. Applicants must use the Community-Engaged Alliance Fiscal Request Form, see Appendix A. It can also be downloaded on the [Community-Engaged Alliance website](#). All requests must adhere to the [Grant Terms and Conditions](#) regarding allowable and non-allowable expenses.

*SAMPLE BUDGET*

ITEM	COST BASIS	GRANT	CASH MATCH	TOTAL
Faculty supplemental pay	2% of \$80,000	----	\$ 1,600.00	\$ 1,600.00
Student assistant stipend	1 @ 5 hours/week @ \$10/hour; 24 weeks	\$ 800.00	\$ 400.00	\$ 1,200.00
Community partner stipend	1 @ \$1,200 each	\$ 1,200.00	----	\$ 1,200.00
Conference Registration	2 registration \$300 x 2 (PI & Co-PI)	\$ 600.00	----	\$ 600.00
Conference Lodging	1 night @ 125 x 2 rooms	\$ 250.00	----	\$ 250.00
Conference Travel	RT Mileage (536 miles x \$0.58/mile)	\$ 310.88		\$ 310.88
Transcription Services	Student & community reflection sessions	\$ 400.00	----	\$ 560.00
Project reflection & assessment	Printing, flip charts, pens,	\$ 400.00	----	\$ 70.00
	<b>Total:</b>	<b>\$ 3,960.88</b>	<b>\$ 2,000.00</b>	<b>\$ 5960.88</b>
	<b>Total Award Request:</b>	<b>\$ 3,960.88</b>		

## Letters of Support

Each letter of support is to be uploaded as an individual document. Letters of support are to be submitted on institutional/organizational letterhead unless submitted by a community member.

The following two **Letters of Support** are required:

1. **Senior Administrator:** All applicants must include a letter of support from a senior-level administrator (e.g., department chair, school or college dean/dean of students, provost/vice chancellor for academic affairs, vice president for student affairs) at their institution. This letter should specifically address how this project supports the goals of the school or department.
2. **Community Partner:** The second letter of support must be from the community organization that will serve as a partner and will benefit from the project.

Applicants may submit additional Letters of Support, although only two are required.

## Signatures

The Primary Investigator will digitally sign the grant portal submission form. The Fiscal Manager and Primary Investigator will sign the Fiscal Request Form prior to it being uploaded.

Your digital signature will represent, to the best of your knowledge, that the information you provided is true and correct and that you have agreed to the [Community-Engaged Alliance Grant Terms and Conditions](#). It signifies that the application has been routed through and approved by your institution's granting offices in accordance with your institution's policies for receiving grant funds. It confirms that you have provided all the required information and documents, and that failure to provide complete information may result in denial of funding. In addition, you are agreeing to [Community-Engaged Alliance's Terms of Service, Online Privacy, and Non-Discrimination notices](#).



# Community-Engaged Alliance

## Fiscal Request Form

A Fiscal Request Form must accompany all funding proposals.  
This document must be signed by the Primary Investigator and Fiscal Officer before submission.

Primary Investigator \_\_\_\_\_

Institution (no abbreviations) \_\_\_\_\_

Project Title \_\_\_\_\_

**Funding Opportunity**

- Faculty Fellows
- High-Impact Community Engagement Practices
- Research With and About Community Engagement
- Developing an Infrastructure for Critical Community Engagement
- Senior Faculty Fellows
- Supporting Engagement & Authentic Dialogues
- Implementing an Engaged Scholars Learning Community

### PROJECT BUDGET

Project Expense Detail	Cost Basis	Grant	Cash Match	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
		<b>Total</b>		

### Signatures

Primary Investigator \_\_\_\_\_ Date \_\_\_\_\_

Fiscal Officer \_\_\_\_\_ Date \_\_\_\_\_

### Institutional Internal Routing

Applicants are responsible for ensuring their proposal has been routed through, and approved by, their granting offices (e.g., sponsored program, contracts & grants, or other similar offices) in accordance with their university's policies for obtaining external funding prior to submission to Community-Engaged Alliance. Any application not approved, or properly routed may not be funded.

### Submission Process

All proposals are to be submitted via the [Community-Engaged Alliance submission system](#). See each Funding Proposal Guide for additional information.