

Essential Program Information

Program Overview: This funding opportunity supports a wide variety of episodic to semester-long place-based community engagement experiences that foster authentic community-campus partnerships, as well as furthering student and community civic development and collaborative growth.

- Project Examples:**
- Episodic place-based projects such as MLK Day of Service or Welcome Week Days of Service
 - Indiana-based plunge experiences such as Fall or Spring Break trips or other such experiences
 - Short-term, ongoing activities such as mentoring programs, neighborhood literacy programs, or voter engagement programs
 - Training workshops designed to build the knowledge, skills, and abilities of participants on essential community engagement topics
 - Training and advocacy initiatives focused on addressing localized systemic community concerns

Funding Award: \$2,500 **Required Institutional Match:** \$500

Who Should Apply:

- **Undergraduate Students*** of any discipline leading community or civic engagement work on campus or in their community.

**Undergraduate student applicants require a faculty, campus professional staff, or a graduate student to serve as the co-primary investigator in an administrative support role.*

- **Campus Professional Staff and Senior Administrators** looking to implement community engagement projects that benefit the community and its members *or* community- or campus-wide training related to community or civic engagement initiatives, including deliberative dialogue events.
- **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.
- **Faculty** of any rank or discipline looking to support community and civic engagement practices.

Proposal Deadlines: On the 3rd Mondays in February, March, May, July, September, and November 2023. January, March, May, July, and September 2024.

Program Period: PI Determined—Typically 3 to 6 months beginning 7 weeks after the application deadline

Information Available: www.communityengagedalliance.org/sead-grant/

Program Details and Goals

The Community-Engaged Alliance *Supporting Engagement & Authentic Dialogues Grant* supports a wide range of community engagement experiences from episodic place-based projects to regional Indiana-based plunge experiences, to short-term on-going co-curricular community engagement activities, to training and advocacy initiatives addressing systemic community issues. Project are to be designed in such a way that participants are able to further develop a deeper understanding of civic learning and democratic engagement, including the skills and concepts necessary to implement such activities and develop into future civic leaders and civic-minded professionals. Additionally, projects should seek to further the development of high-quality community-campus partnerships in which all partners are able to transcend self-interest as a means of seeking mutual benefit and embracing what Enos and Morton (2003) describe as a “larger definition of community” (p. 25).

Program goals:

1. Implementation of 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. Increase the number of authentic (Mitchell, 2008) reciprocal community-campus partnerships designed to strengthen student learning, further support a culture of community engagement within the institution, and work towards systemic community change.
3. Support grant recipients in the implementation of a broad range of community engagement experiences to further their self-identified professional community engagement goals.

The *Supporting Engagement & Authentic Dialogue Grant* will support projects lasting from 3 to 6 months as determined by the Primary Investigator(s). Recipients will have the opportunity to engage in a one-on-one consultation session with Community-Engaged Alliance staff during the development and/or implementation of the project.

The recipient(s) will:

1. Develop a community engagement experience ranging from:
 - **Episodic:** a hands-on, episodic, and place-based action-orientated experience
 - **On-Going:** a short-term, on-going, and place-based action-orientated experience
 - **Student Civic Development Training:** a training/advocacy program (single or multisession) designed around student civic development concepts
 - **Community Engagement Training:** a training program (single or multisession) focused on essential components of community engagement, especially those bringing campus and community stakeholders together
 - **Deliberative Dialogue:** civic and/or deliberative dialogue program (single or multisession) aimed at bridging a deeper understanding of issues and tensions
2. Develop a new or enhance an existing community-campus partnership in a manner that fosters an authentic (Mitchell, 2008) and reciprocal relationship.
3. Incorporate a member or members of the partnering community organization (or individual community members) as a co-facilitator for the experience (Eisenhauer et al., 2011).
4. Meet all agreed-upon project deadlines and submit a final report outlining progress toward identified goals and objectives.

Eligibility

The *Supporting Engagement & Authentic Dialogues Grant* is open to the individuals at [Community-Engaged Alliance partner institutions](#):

- Undergraduate* or graduate students (full- or part-time) from any discipline
**Undergraduate student applicants are required to have a faculty, community engagement professional, or graduate student co-principal investigator to serve in an institutional administrative support role.*
- Faculty from any discipline and of any rank (e.g., pre-tenure, post-tenure, non-tenure, etc.) or employment status (e.g., full-time, part-time, adjunct, continuing lecturer, instructor of practice, etc.)
- Campus professional staff (e.g., community engagement professionals, student affairs professionals, and institutional research professionals)
- Senior Administrators
- 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 3 and 6 months as determined by the Primary Investigator(s).

Community-Engaged Alliance has funding to award 6 *Supporting Engagement & Authentic Dialogues Grants* during the 2023-2024 funding cycle.

Project Funding

- Grant award are \$2,500 from Community-Engaged Alliance.
- A minimum institutional match of \$500 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, July and September 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 3 to 6 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.

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 3 to 6 months from the start date*
4. Project Type—*select one option of the following options:*
 - a. *Episodic or On-Going,*
 - b. *Student Civic Development Training, Community Engagement Training, or Deliberative Dialogue Project*
 - c. *Other Project (rare instances only)*
5. Institutional Match Provided—*minimum of \$500*

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 project types (*Episodic or On-Going; Student Civic Development Training, Community Engagement Training or Deliberative Dialogue; or Other Project Type*) 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: 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).

1. 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. Episodic or On-Going Project
2. Student Civic Development, Community Engagement Training, or Deliberative Dialogue Project, **or**
3. Other Project Type

Episodic or On-Going Project Narrative Requirements—*not to exceed 4 pages, excluding references*

1. **Community-Campus Partnership:** Describe the reciprocal and authentic community-campus partnership which will be developed and/or strengthened by this project. Include the following:
 - a. Identify the community partner organization(s) and how you became associated with this organization.
 - b. The ways in which you will foster an authentic and reciprocal relationship with your community partner.
2. **Community Engagement Experience:** Describe the episodic or on-going, hands-on community engagement experience, including the following:
 - a. The type of community engagement experience(s) this project will be designed around (e.g., episodic place-based project, plunge/alternative break experience, mentoring program).
 - b. The project goals and student (participant) learning objective(s) or civic outcome(s) connected to the experience.
 - c. The specific activities (e.g., community-based, reflection) participants will engage in, and how these activities are connected to the learning objectives/outcomes for the experience.
 - d. The role(s) your community partner and/or individual community members have, and/or will play in the project.
 - e. If applicable, how you have intentionally involved other area institutions of higher education in this project.

Student Civic Development, Community Engagement Training, or Deliberative Dialogue Project Narrative Requirements—*not to exceed 4 pages, excluding references*

1. **Community-Campus or Professional Organization Partnership:** Describe the reciprocal and authentic community-campus partnership, relationship with a local, state, or national organization, or a leading community member or scholar (partner/facilitator) which will be developed and/or strengthened through this project. Include the following:
 - a. Identify the partner/facilitator and how you became associated with them.
 - b. Identify the qualifications of the partner/facilitator in relation to the proposed project. This can be done briefly in the narrative and more extensively via a supplemental attachment if necessary.
 - c. Identify the focus of the training (e.g., student civic development, critical reflection train-the-trainer, community-engaged course design, assessing co-curricular community-based experiences, planning community-based events), deliberative dialogue topic, social concern, or civic prompt for discussion, and how it was collaboratively identified.
2. **Training or Deliberative Dialogue Program:** Describe the proposed training program, including the following:
 - a. The program goals, learning objectives, and program or curriculum framework guiding the program.
 - b. Program details including:
 - when it is to be offered,
 - who are the target participants and why these individuals,
 - how the program will be offered (e.g., in-person, virtually, hybrid),
 - where it will be offered (on or off-campus), and
 - the expected number of attendees.
 - c. A curriculum outline for the training including how the goals and objectives will be met.
 - d. The role(s) your community partner and/or individual community members have, and/or will play in the project.
 - e. If applicable, how you have intentionally involved other area institutions of higher education in this project.

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

**This option should only be used in rare instances. Contact Community-Engaged Alliance prior to submitting under this option.*

1. **Community-Campus Partnership:** Describe the reciprocal and authentic community-campus partnership which will be developed and/or strengthened by this project. Include the following:
 - a. Identify the community partner organization(s) and how you became associated with this organization.
 - b. The ways in which you will foster an authentic and reciprocal relationship with your community partner.
2. **Community Engagement Experience:** Describe the community engagement experience, including the following:
 - a. The type of community engagement experience(s) this project will be designed around.
 - b. The experience and/or participant goals and learning objectives/outcomes.
 - c. The specific activities participants will engage in, and how these activities are connected to the learning objectives/outcomes for the experience.
 - d. The role(s) your community partner and/or individual community members have, and/or will play in the project.
 - e. If applicable, how you have intentionally involved other area institutions of higher education in this project.

Potential Impact—*not to exceed 2 pages; use logic models, lists, or charts as appropriate*

1. **Connection to Areas of Outcomes:** Identify how this project (e.g., the project goals and objectives identified) connect to Community-Engaged Alliances identified Areas of Outcomes *where appropriate*.
 - 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
2. **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).

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 |
|---------------------------------|--|-------------|------------|-------------|
| Community partner stipend | 2 @ \$500 each | \$ 1,000.00 | ---- | \$ 1,000.00 |
| Student assistant stipend | 1 @ 5 hours/week @ \$13/hours; 8 weeks | \$ 220.00 | \$ 200.00 | \$ 520.00 |
| Project marketing materials | printing, social media advertising | ---- | \$ 200.00 | \$ 200.00 |
| Transportation to project | campus vehicles - 4@50 each | \$ 200.00 | ---- | \$ 200.00 |
| Project implementation supplies | gloves, seeds, dirt, lumber | \$ 400.00 | \$ 160.00 | \$ 560.00 |

| | | | | |
|---------------------------------|------------------------------|--------------------|------------------|--------------------|
| Project reflection & assessment | Printing, flip charts, pens, | \$ 400.00 | --- | \$ 70.00 |
| | Total: | \$ 2,220.00 | \$ 560.00 | \$ 2,780.00 |
| | Total Award Request: | \$ 2,220.00 | | |

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. Institutional Administrator:** All applicants must include a letter of support from a college or university 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.
- 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

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

PROJECT BUDGET

| Project Expense Detail | Cost Basis | Grant | Cash Match | Total |
|------------------------|------------|-------|------------|-------|
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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.