

Grant Funding Terms and Conditions

Grant Funding Usage

Allowable Grant Costs

Grant funds may only be used on direct expenses associated with the development and implementation of the project. All expenses must 1) be directly linked to the project and 2) be traceable to the project. Allowable expenses include:

- **Academic and Research-related Supplies.** Allowable items include but are not limited to books, publications, software, and other resources to support the project and project activities.
- **Hospitality.** Allowable items include, but are not limited to:
 - Rental space fees
 - Food and beverage expenses
 - Fees for equipment use (e.g., technology, tables, chairs)
- **Marketing and Public Awareness.** All marketing and public awareness charges must be non-revenue generating. Community-Engaged Alliance must be acknowledged as a funder/sponsor of the project on all materials (see Sponsor Recognition Policy). Allowable items include, but are not limited to:
 - Printing for flyers, publications, and other grant-specific promotions.
 - Advertisements such as social media boosts, local newspaper ads, and other advertisements.
 - Apparel and promotional items for project or event participants.
- **Project Supplies & Equipment.** Allowable items include, but are not limited to:
 - Printing and copying
 - Limited-use and or disposable project supplies necessary for successful implementation
 - Sustainable supplies to ensure participant safety, continued community-campus engagement, or continuation of the project
 - Equipment with no more than a one-year useful life and/or under \$300 without prior approval from CEA
- **Stipends.** Stipends must be used as compensation for the time invested, work/research done, and/or scholarship produced (e.g., manuscripts, presentations, creative works, educational tools). Stipends can be used for:
 - Community partner staff or individual community member
 - Employees of any rank or employment status at CEA partner institutions
 - Students of any type at CEA partner institutions—disbursed as a stipend, wage, or institutional scholarship
- **Travel.** All travel must 1) be specifically related to the project and/or dissemination of scholarly work related to the project and 2) not include any activity that produces revenue for Community-Engaged Alliance (e.g., CEA program/event registrations, CEA customized assistance fee). Common travel items include:
 - Registration
 - Accommodations
 - Mileage, vehicle rental, and/or fuel reimbursement
 - Per Diem

Non-allowable Grant Costs

Grant funds may not be requested for indirect expenses. Non-allowable expenses include:

- **Direct Marketing Platforms.** For example, iContact, Mail Chimp, Constant Contact
- **Equipment.** Durable equipment with a useful life of more than one-year and/or costs over \$300, unless otherwise approved by Community-Engaged Alliance in writing, is prohibited. Examples include:
 - Office equipment (e.g., large printers, furniture)
 - Computers and tablets

- **Entertainment.** Purchase of items such as show tickets and/or entrance fees, unless otherwise approved by Community-Engaged Alliance in writing
- **Fundraising.** Activities where students are directly handling donor funds are strictly prohibited. Directly or indirectly related to the project that is intended to gain donations and/or donors
- **Memberships and Subscriptions.** Payment for association memberships and/or subscriptions unless included as part of another allowable expense (e.g., conference registration payment) or otherwise approved by Community-Engaged Alliance in writing.
- **Incentives.** Participants cannot be incentivized to participate in activities unless otherwise approved by Community-Engaged Alliance in writing and/or it is part of an IRB-approved research protocol. This includes items such as:
 - Gift cards
 - Fuel cards
 - Cash incentives
- **Paid Advertisements.** Only paid advertisements that can be directly linked to a specific project are allowable up to 50% of the total sponsor-provided funds unless otherwise approved by Community-Engaged Alliance in writing.
- **Partisan-Based Activities.** Sponsor-provided dollars can only be utilized for non-partisan activities.
- **Travel.** Such expenses that generate revenue for Community-Engaged Alliance, for example, registration fees paid to Community-Engaged Alliance from sponsor-provided funds, are not allowed. However, utilizing institutional match funds to pay registration fees to Community-Engaged Alliance is an allowable expense.
- **Questions.** If you have questions about allowable expenses, please contact us at grants@engagedalliance.org to discuss your project.

Institutional Match Requirements

All Community-Engaged Alliance funding opportunities (unless otherwise noted in the RFP) require an institutional match from the institution or organization receiving the funds. This ensures there is institutional/organizational commitment and support toward the development and implantation of the project. Appropriate documentation of expenditures related to the institutional match must be kept on file and accessible to Community-Engaged Alliance if requested.

- All institutional match dollars must be:
 - From within the institution or organization and not an outside source
 - Cash, in-kind, and indirect costs can be utilized for the required institutional match
 - Expenses charged to institutional match dollars must be directly related to the project
- Institutional match dollars can be utilized on any project expense, including certain unallowable expenses listed above. Below is a list of some examples, though this is not an exhaustive list:
 - Project supplies
 - Hospitality
 - Capital Equipment
 - Stipends
 - Participant Incentives and Entertainment
- Community-Engaged Alliance program and/or registration fees or customized assistance fees
- Partisan-Based Activities are not allowed as an institutional match expense.

Institutional Routing, Proposal Submission, and Funds Distribution

Institutional 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.

Proposal Submission

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

Funds Disbursement

Grant funds are disbursed 30 days following receipt of a fully executed Funding Agreement unless otherwise noted in a specific funding opportunity Request for Proposal. Disbursement will take place via one of the following mechanisms:

- **ACH Transfer:** Preferred disbursement is via secure electronic ACH funds transfer to the institution or organization. Institutions that select this option will designate a fiscal officer to receive a secure link in which the appropriate banking information will be entered along with an institutionally identified payment tracking number (e.g., project number, account number) to ensure the funds are properly routed once they are received. Once this information is provided, funds should be transferred in 3 to 5 business days.
- **Physical Check:** An alternative is via a mailed check to the institution or organization. Institutions that select this option will be mailed a physical check. To ensure that payments are not misrouted, Community-Engaged Alliance will request a fiscal officer's name and direct campus mailing address, along with an institutionally identified payment tracking number (e.g., project number, account number) to ensure the funds are properly routed once they are received. We will also require email confirmation once payment has been received. Funds can be expected approximately 1 week after they have been mailed.

Additional Terms and Conditions

- **Data.** Any data and/or results derived from the project shall be the joint property of the grantee and Community-Engaged Alliance. Neither party will be required to report or account to the other for its use of data and/or results, and each shall be free to use data and/or results for any lawful purpose. The author of the works produced will be credited appropriately.
- **Deadlines & Reporting Dates.** All submissions will adhere to the deadlines set forth in each Request for Proposal. Failure to adhere to the deadlines and reporting dates will result in loss of funding and cause to repay all awarded funds.
- **Grantor Recognition.** Any materials (print and/or electronic), marketing and public awareness, and communications (e.g., press releases, social media posts, news stories) produced with grant funds must acknowledge Community-Engaged Alliance as a funder of the project and include the Community-Engaged Alliance logo (where possible).
 - The [Community-Engaged Alliance Style Guide](#) provides parameters for the use of logos, press releases, and social media tags. Failure to include Community-Engaged Alliance on all/any of the referenced outlets will result in a loss of funding.
- **Partnership.** Institutions/organizations must remain an active partner of Community-Engaged Alliance throughout the duration of the funded project. Any institution/organization that leaves the partnership during their funded project terms will forfeit all remaining grant dollars. The institution/organization will be required to return all remaining grant dollars within 30 days of the partnership termination.
- **Photographs.** Grantees will be required to submit high-quality action photographs with project reports. In order to ensure high-quality photographs, Community-Engaged Alliance recommends coordinating with your institution or organization's media relations office. These offices can help to ensure quality subject matter and digital usage of images. Any images submitted to Community-Engaged Alliance will be used to promote your specific project as well as the overall work of the organization. Examples of places these images may be shared are media posts, press releases, funding reports, and organizational reports and presentations.
 - It is your responsibility to ensure that the images can be used for public dissemination.
 - Please refrain from photographing and/or submitting the face of minors or vulnerable individuals without their express written consent or that of a guardian.
- **Project & Budget Amendments.** Changes to the project scope and service, budget, or duration must be approved, in writing, by the Community-Engaged Alliance before implementing the requested change. Requests must be made, via email to grants@engagedalliance.org at least 30 days prior to the end of the project term.
 - **Budget Adjustment Requests** must include a Budget Adjustment Request Letter on institutional letterhead,

providing a brief budget narrative (no more than 300 words) outlining the changes and rationale for the request. This letter must be accompanied by an updated Community-Engaged Alliance Project Fiscal Form.

- **Project Extension Requests** must include a Project Extension Request Letter, on institutional letterhead, providing a brief project update (approximately 300 words) and rationale for the project extension request.
- **Project Scope and Service Requests** (e.g., adjusting the deliverables of the funded project) must include a Project Scope Request Letter, on institutional letterhead, providing a brief project update (approximately 300 words), changes to the project scope being requested (no more than 300 words), and rationale for the changes.
- **Terms of Service Compliance.** In addition to these funding-specific terms and conditions, grantees must also agree to Community-Engaged Alliance's Terms of Service. Failure to do so will result in loss of funding and returning all awarded funds.
- **Use of Works Produced, Created, and Submitted.** Community-Engaged Alliance reserves the right to use, in part or as a whole, your project's application, grant report, and works produced as an example of successfully funded projects. Works may be posted on the CEA website, in other print/electronic materials, and CEA resource repository. The author(s) of the works will be credited appropriately.
- **Questions.** For more information, questions, or consultation, contact us at grants@engagedalliance.org.