



STRENGTHENING CAMPUS & COMMUNITY ELECTION ENGAGEMENT GRANT

2023–2024 Request for Proposals

August 2023

Essential Program Information

Program Overview: This funding opportunity supports nonpartisan efforts to engage students in the 2024 election through on- and off-campus election education and engagement efforts that promote student voter participation, civic and election education and engagement, and increased civil dialogue.

- Project Examples:**
- Voter education and registration activities and events
 - Town hall and/or civil dialogue activities and events
 - Early and election-day Get-Out-The-Vote initiatives
 - National Voter Education Week events
 - Post-Election Day events

All funded projects/activities must be nonpartisan.

Funding Award: \$1,500 **Required Institutional Match:** \$300

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.*

- **Faculty** of any rank or discipline looking to support community and civic engagement practices.
- **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.

Proposal Deadline: November 20, 2023 **Notification:** December 18, 2023

Program Period: January 15 to November 30, 2024 **Final Report Due:** December 15, 2024

Information Available: www.communityengagedalliance.org/electionengagement/

Program Details and Goals

The Community-Engaged Alliance *Strengthening Campus & Community Election Engagement Grant* supports CEA partner institutions to engage students in the 2024 election through civic education and nonpartisan election engagement. Funded projects should focus on informing and promoting student and community voter participation, fostering democratic engagement through educational activities, and working to create relationships with nonpartisan community organizations that last beyond the election cycle. Grantees are strongly encouraged to participate in the National Study of Learning, Voting, and Engagement (NSLVE) as a means of learning more about their campus' student voter participation.

The *Strengthening Campus & Community Election Engagement Grant* looks to support inclusive, nonpartisan election engagement activities throughout Indiana that will:

1. Create or strengthen a community-campus relationship with a nonpartisan community organization aimed at fostering civic education and/or engagement.
2. Accomplish at least one of the following objectives:
 - Promote and facilitate increased voter registration of students and/or local community members
 - Foster nonpartisan voter education opportunities for students and/or local community members to learn about voting, local candidates, and/or the electoral process.
 - Facilitate campus and/or community-wide events aimed at increasing the awareness and practice of civic, democratic, and/or

deliberative dialogue practices.

3. Implement a minimum of one election education or engagement activity during a major campus event.
4. Meet all agreed-upon project deadlines and submit a final report outlining progress toward identified goals and objectives.

Project Duration, Availability, and Funding

Project Duration and Availability

Funded projects will begin on January 15, 2024 and continue through November 30, 2024.

Community-Engaged Alliance has funding to award 8 *Strengthening Campus & Community Election Engagement Grants* during the 2023-2024 funding cycle.

Project Funding

- Grant awards are \$1,500 from Community-Engaged Alliance.
- A minimum institutional match of \$300 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 due on **November 20, 2023**.

Application Notification: Applicants will be notified on December 18, 2023.

Project Duration: Funded projects will begin January 15, 2024 and continue through November 30, 2024.

Reporting: Final brief 2 page narrative report and fiscal report due December 13, 2024.

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 3 to 4 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).

Proposal Review Criteria

All proposals are reviewed by a peer-review committee comprised of CEA constituents based on the following criteria:

- **Fostering Democratic Engagement & Innovation.** The extent to which the proposed activities strive to foster voter participation and education through a combination of trusted and innovative practices.
- **Institution-wide Election Education & Engagement.** Extent to which the proposed activities intend to reach the greatest number of campus constituents.
- **Community-Campus Collaboration.** The development and/or strengthening of community-campus partnerships for election education and engagement.

Award Terms

By submitting a proposal, you agree 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 questions to Community-Engaged Alliance 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

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.

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 the Community-Engaged Alliance submission system:

- **Project Information.** Provide the project title, project start and end dates, and the total institutional match pledged.
- **Investigator Information.** Contact information for all primary investigator and any co-investigators including the academic institution or community organization, professional title, department or unit, email address, business phone number, a brief biography (approximately 300 words individually uploaded), and a high-resolution headshot (.jpg or .png file).
- **Fiscal Officer* and Grant Manager* Information.** Contact information for the fiscal officer and grant manager including professional title, department or unit, email address, and business phone number. Individuals are from the primary investigator's institution.

*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). All proposals must include a signed Fiscal Request Form, available on page 5 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 public. If this project is funded, this statement will be used in media releases and by Community-Engaged Alliance. This statement should include 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). Appropriate quotes may include those related to 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.

Project Narrative Requirements—*not to exceed 6 pages, excluding references.*

1. **Engagement and Collaboration:** Describe the election education and engagement activities, including the following:
 - a. the type(s) of activities to be implemented (e.g., voter registration, Get-Out-The-Vote, Town Hall event, nonpartisan candidate guide creation/distribution, recruitment of poll workers),
 - b. project goals and/or any student learning objective(s) or civic outcome(s) connected to each experience,
 - c. discussion of cross-campus or community-campus collaborative committees that may be involved in the planning and execution of any activities (if relevant), and
 - d. overview of any campus and/or community organizations involved in the planning and/or execution of the project, including the role each organization (or individual representative) is or will play in the planning and implementation.
2. **Project Timeline.** Please outline all project activities from January to November 2024. You may use a table, gnat chart, list, or another appropriate method.
3. **Budget Narrative.** Briefly discuss the anticipated expenses and how they support your project. Ensure all grant-funded expenses adhere to Community-Engaged Alliances' [Grant Terms and Conditions](#).
4. **References.** Formatted to the current edition of the APA Style Guide

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
Student Election Engagement Fellow	1 @ \$500 each	\$ 500.00	----	\$ 500.00
Campus Town Hall Event	Food & Promo Items	\$ 200.00		\$ 200.00
Project marketing materials	printing, social media advertising	\$ 200.00	\$ 100.00	\$ 300.00
GOTV Transportation		\$ 300.00	\$ 200.00	\$ 500.00
Voter Registration Events	Supplies, & promo items	\$ 300.00	----	\$ 300.00
	Total:	\$ 1,500.00	\$ 300.00	\$ 1,800.00
	Total Grant Request:	\$ 1,500.00		

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.



Community-Engaged Alliance

2023 – 2024 Fiscal Reporting Form

A Fiscal Report must accompany all Final Narrative Reports.

This document must be signed by the Primary Investigator and Fiscal Officer before submission.

Primary Investigator _____

Institution (no abbreviations) _____

Project Title _____

Funding Opportunity

- | | |
|---|--|
| <input type="checkbox"/> Faculty Fellows | <input type="checkbox"/> Senior Faculty Fellows |
| <input type="checkbox"/> High-Impact Community Engagement Practices | <input type="checkbox"/> Supporting Engagement & Authentic Dialogues |
| <input type="checkbox"/> Research With and About Community Engagement | <input type="checkbox"/> Implementing an Engaged Scholars Learning Community |
| <input type="checkbox"/> Strengthening Campus Community Election Engagement | |

No Funds Additional Funds Will Be Distributed

In accordance with Community-Engaged Alliance’s [2023 – 2024 Grant Funding Terms & Conditions](#), funds for this project were disbursed when funding was awarded. No additional funds will be distributed. This document serves as a report of how all funds, sponsor provided and institutional match, were spent and if any funds remain.

PROJECT EXPENSES

Invoice Attached Outlining All Expenses – *An institutional invoice can be attached in lieu of completing the form below.*

Project Expense Detail	Cost Basis	Grant	Match	Total
Total				
Remaining				

Signatures

Primary Investigator _____ Date _____

Fiscal Officer _____ Date _____