2020 CALL TO SERVICE GRANTS

- **Funding now available thru ICCE** for class/teaching, service-related, and/or research or scholarship activities (includes planning) and events to take place during calendar year 2020 (January 1–December 15, 2020)
- **Deadline for proposals: October 1, 2019** (no extensions will be permitted)
- Applicants may submit **one** proposal (all submissions are blind peer-reviewed by a grants committee)
- Funding is provided from the CSU Chancellor’s Office **Call to Service Initiative**

Grants are available to encourage community engagement in the form of:

<table>
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<th>Activity</th>
<th>Category</th>
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<tr>
<td>Add service learning (SL) to a course (individual course instructor)</td>
<td>Civic Engagement/Civic Learning</td>
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<tr>
<td>Partnerships in SL</td>
<td>Student Assistant for SL courses</td>
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Eisman Award for Engaged Scholarship

*Proposals will only be accepted online, see page 7 for instructions how to submit*

**IMPORTANT DATES**

- **Information Sessions**
  Monday, September 9, 2019 | noon-1:00pm | Location: TBA

- **Proposal applications open (for all grant categories)**
  Monday, August 19, 2019 at 9:00am

- **Final date that proposals will be accepted (for all grant categories)**
  Tuesday, October 1, 2019 by 5:00pm

- **Grantee/Recipient Announcement**
  Wednesday, November 20, 2019
  *Grantee/Recipient Agreement and Requested Information due December 3, 2019*

- **Final Report**
  Due to ICCE no later than January 15, 2021
ADD SERVICE-LEARNING AS AN OPTION TO A COURSE

Purpose: This grant funds faculty members’ efforts to modify the curriculum of an established course or create a new course to include a service-learning component. Community Service Learning (CSL) is a high impact practice that allows students an alternative mode for exploring course topics by providing a minimum of 20 hours of service, during that one semester, meeting an identified community need. Efforts are combined with reflective exercises to connect the service and need to the course learning objectives.

Eligibility: Awards are open to all part-time/lecturers and full-time faculty members of all ranks (faculty members on early retirement [FERP] are not eligible). All, or any portion, of the funds may be used to compensate the faculty member who develops and implements the grant-funded activity.

Award amount: Two grants for up to $3,500 will be awarded

Grant proposals will be reviewed according to the following criteria:

- **Quality**: Extent to which service and reflection are integrated into course curricula, and not as extra credit or a side project in the class.
  - Describe the types of service activities that students will engage in. Include: brief description of potential service assignment(s), examples of expected work products, and an explanation of how students will be prepared for their service placement.
  - How will the service-related opportunities promote student understanding of community engagement in relation to course topics and concepts?
  - What is the total number of hours of service to be required and why? (20 hrs. is minimum). How many students will be able to participate, given this requirement?
  - Explain the reflection techniques used in the course as part of student assessment.

- **Community Needs/Engagement**: Degree to which the service component addresses community-identified needs, issues, and/or the organizational goals.

- **Sustainability**: Level at which the class can be used as a model for successful service learning class integration in the course-specific discipline. Additionally, explain if expansion of the CSL initiative across campus is also part of the goals, explain components.

- **Evaluation**: Describe sample ways the impact and outcome of service learning will be an effective pedagogy. Note: Indicate if you are willing to use any of the new interdisciplinary service learning outcomes (encouraged but not required). See page 8 of the ICCE 2.0 Strategic Plan. A student survey has been created via Qualtrics for this purpose and was first launched in fall 2019.

- Preference will be given to applicants who will offer service-learning opportunities to lower-division students.

Note: In alignment with University course revision deadlines, if your course is currently not “CSL designated”, the earliest to obtain this designation is spring 2020 (for summer 2020 and fall 2020 course implementation). An “officially designated CSL course” is defined as a course that

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1 Service learning offers students the chance to link academic study and course credit with community involvement and critical reflection. Students enrolled in a course offering a community service learning opportunity split their time between classroom instruction, service in the community, and reflection upon the service experience. Service learning is an instructional method that combines formal coursework with thoughtfully organized community service experiences and utilizes the service experience as a course “text” for both academic learning and civic learning. Service-learning courses address community-identified needs while helping students meet academic, social and civic learning goals.
PARTNERSHIPS IN SERVICE LEARNING  
(Funding to strengthen and deepen relationships with community partners)

**Purpose:** These grants will provide financial support to SF State faculty and staff members, in collaboration with community organizations, who are initiating or deepening relationships to support high-quality service-learning courses. Must result in an implemented project with anticipated completion date included in the proposal. Two types of funding categories available: 1) **New Partnership Funding** OR 2) **Established Partnership Funding**.

**Eligibility:** Faculty who are currently teaching, have taught, or will be teaching an official SF State community service-learning (CSL) course. Already designated courses are eligible. The grants are also available to staff members involved in the administration of CSL courses, service-learning related course components, or service learning initiatives.

**Award Amount:** One grant up to $3,000 will be awarded
- Applicants should focus on one category or the other but cannot submit for both.
- **New Partnership Funding** is available to CSL instructors who have a specific plan for working with organizations to co-develop a new service-learning project, or to expand an existing CSL class to include a new service site or service project. Funds can be used for community partner honorarium (funds will be paid directly to the organization, not the individual).
- **Established Partnership Funding** is available to CSL instructors who have already established a service-learning partnership and would like to expand or deepen their relationship to include scholarship or other high-level collaborative activities. Funds may be used for community partner honorarium.

**Grant proposals will be reviewed according to the following criteria:**
- **Merit and feasibility** of proposed project to establish or deepen a sustained service-learning partnership with one organization or agency in the community.
- **Evidence of mutual benefit and mutual contributions** between the service-learning instructor and community partner. One letter of support from partner organization confirming both the need for the project/service activity and their interest in collaborating with the SF State applicant is required.
- **Description of the specific deliverables** that will result from the project as well as anticipated impact on stakeholders.
- Clarity and adequacy of **budget**.
SERVICE LEARNING STUDENT ASSISTANT
(Assistance to support the implementation of high quality SL opportunities)

Purpose: Whether faculty are managing an on-going CSL course/service-learning component, or developing a new CSL course/service-learning course component, it is often helpful to have assistance with some of the unique aspects of service learning. The funds are targeted toward the part-time wage of a Service Learning Assistant (SLA). The SLA must be a current undergraduate or graduate student at SF State and can assist for up to 20 hours per week for one-term (maximum of 16 weeks). (Note: Standard pay range is $15.59-$18.00 per hour and the rate for student hire through this grant can be decided by faculty member).

The SLA will assist in the development and growth of community partnerships, the development of service-learning support materials, and the facilitation of service-learning opportunities. Examples of student responsibilities may include, but are not limited to:

- Delivering presentations to communicate the purpose, logistics, and context of service learning
- Leading in-class and on-site orientations with the community partner
- Assist with coordination of student placements
- Ongoing problem-solving, mentoring and logistical support for student peers
- Collection and documentation of relevant service-learning course documents (acknowledgement forms, completion of hours, risk management, etc.)
- Assist with planning and facilitating reflection activities
- Analysis of community partner, student, and faculty mid and end of semester evaluations

Service Learning Assistants are not:

- Teaching Assistants
- Allowed to grade papers or reflection assignments
- Expected to enroll in the service-learning course (but optional)
- Allowed to approve new partners or activities without instructor consent and ICCE risk management & liability processes completed
- Permitted to help develop special projects outside of the scope of normal course coordination

Eligibility: Faculty of all ranks who are currently teaching, have taught, or will be teaching an officially designated SF State CSL course are eligible to apply. The grants are also available to staff members involved in the administration of CSL courses, service-learning related course components, or service-learning initiatives.

Award Amount: Two grants up to $2,500 will be awarded

- SLAs hired must be currently enrolled at SF State.
- Applicants must indicate in the budget proposal the desired hourly pay and number of hours to justify requested award amount.
- Funds will be transferred the applicant’s department/program/school

Grant proposals will be reviewed according to the following criteria:

- The SLA role focuses on supporting a service-learning component, and developing career related employability skills (e.g., effective oral and written communication, collaboration, problem solving, critical thinking)
- Clarity of activities the faculty/staff member has planned for the SLA
• Outline of the potential benefits and learning outcomes of proposed experiences for the SLA, including descriptions of the mentoring and supervision that the faculty/staff member will provide the SLA
• Evidence the SLA support will aid the faculty/staff member to improve the quality of, or build capacity to, expand existing service learning activities/components for the course.

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**CIVIC ENGAGEMENT / CIVIC LEARNING**

**Purpose:** To support programs/centers in their capacity building (e.g., planning, organizational development) leading to the implementation of a service-related project with goal of increasing civic-minded individuals, or a specific civic engagement project, and/or related civic learning effort.

**Eligibility:** Individual programs/centers within ASI/Student Affairs and student organizations fiscally sponsored, or supervised by a department/college working for justice in any way (e.g., social, economic, political, environmental) may apply for this grant.

**Note:** Please contact ICCE before proposal submission to ensure that funds can be transferred to the applying program/center, and/or department/college.

**Award Amount:** One grant up to $3,000 will be awarded
• Funds will be transferred to the applying program/center/department/college.

Grant proposals will be reviewed according to the following criteria:

• Outline and give examples for how your project/initiative serves to strengthen capacity building, develop civic-minded individuals, and elevate student leadership opportunities.
• Explain how funds will be used to express thoughtful, or mindful, democratic discourse leading to potential action.
• Describe how the intended efforts will become sustainable over time and lead to institutionalizing civic engagement into your program/center.
• Preference will be given to programs that show indication of off-campus, student involvement in community-based efforts/initiatives.
• **Community Needs/Issue:** Proposed projects must have a public purpose or result in a benefit to a specific community. State how the service component addresses community-identified needs, issues, and/or goals.
EISMAN ENGAGED SCHOLARSHIP AWARD

Purpose: This award provides university-wide recognition of highly engaged community-based scholarship collaborations that positively impact both the community and research/creative works endeavors. Priority will be given to T/TT faculty who exhibit commitment to civic engagement and/or service learning as part of their professional achievement and growth. This award will recognize the exemplary engaged scholarship with a community partner or across units at SF State (on-campus collaboration or “campus community”). In honor of Dr. Jerry Eisman, Professor Emeritus and former ICCE Director, the recipient should apply best practices of SF State as an engaged institution and demonstrate inspiration to building—or enhancing—community or campus relationships through advancing their scholarship and contributing to the body of knowledge in their field of study.

Eligibility

- Academic appointment of T/TT faculty or lecturer/adjunct that includes research or creative scholarship as part of essential assigned duties is required (Note: individuals with designations of emeritus, visiting, or clinical are not eligible).
- Applicants could be either a seasoned professional or early career faculty with potential.
- The applicant should embody the ideals, vision and success of community-campus partnerships and show experience or promise as a researcher in one’s discipline.

Award Amount: $5,000 (one award per year)

- Funds will be transferred to the recipient’s department or unit for disbursement.

Grant proposals will be reviewed according to the following criteria:

- Either all, or a major portion, of the engaged scholarship will be/have been accomplished while the nominee serves as faculty/lecturer here at SF State University.
- Proposal content must explicitly illustrate either a new project or one that is ongoing.
- Award focus: Collaboration! Recipients may conduct research that is not specific to an identifiable community partner but projects must be community-based. In this case, content of the nomination must be explicit regarding impact to a specific community of interest regarding benefits, values, contributions to change, progress, etc. (direct or indirect).
- Collaborations with longer track records (at least 2 years) are preferred over those of shorter duration.
- The budget should support research/creative work endeavors. Funds may be used to compensate the faculty member who develops and implements the proposal.
Proposals will be blind peer-reviewed and must include the following:

1. Endorsement of your Department Chair or Program Director/reporting Director is **required**. By submitting your proposal online, you acknowledge your Chair or Program Director has been informed and supports your proposal. Please note: Depending on grant category and requested expenses, funds will be transferred to applicant’s department/program.

2. **Narrative**: In 1,000 words or less (three pages max), explain how your work relates to the grant criteria for your proposed category. Additionally, refer to the Use of Funds section that follows for allowable and prohibited expenses. You will uploaded this narrative on the Qualtrics application separately via Word doc or PDF.

3. **Syllabus**: If this request is for a course-related grant, please upload the syllabus for the course (Word doc or PDF), in the section as noted on Qualtrics. Draft syllabi acceptable if proposal is to modify an existing course.

**USE OF FUNDS**

Grant funds may be used to support the following expenses (varies by grant category):

- **Faculty Compensation**: Funds may be used to compensate the faculty member who develops and implements the proposed activity. *Compensation is subject to taxation and tax withholding.*

- **Partner Services**: Funds may be used to compensate the community partner that works with faculty to develop and implement the grant-funded activity. Grant applications containing funding requests for partner services will not be approved until the Partner Agency has filed a Vendor Data Record, provided a brief scope of work (including estimated costs) and provisional approval from SF State Procurement has been obtained by ICCE. Faculty must ensure that the community partner completes these details and any subsequent disbursement requirements in conjunction with ICCE. *Funds will be transferred to the applicant’s department/program.*

- **Supplies & Materials**: *Funds will be transferred to the applicant’s department/program* for supplies and services necessary for the implementation of the CSL course and/or civic engagement-related activities.

- **Hospitality**: Reimbursement expenses for hospitality are allowed, if official guests are present, which includes employees visiting from another work location, students, and community members. *Funds will be transferred to the applicant’s department/program*

- **Student Assistant for Service-Learning Course**: Student Assistants can be hired to facilitate partnerships with service-learning placement sites and support faculty and students enrolled in the course in
completing the service-learning assignment. Student Assistants must be currently enrolled at SF State and be directly supervised by the faculty member. *Funds will be transferred to the applicant’s department/program.*

- **Travel/Conference Travel for Service-Learning:** ICCE does not process travel authorizations or claims on behalf of grantees or students. Before funds are transferred to grantees’ department/program, copies of travel authorization approvals must be provided to ICCE. *Funds will be transferred to the applicant’s department/program.*

**NON-ALLOWABLE COSTS FOR ALL GRANTS:**
- Faculty course release time (sorry, no RRT!)
- Alcohol, receptions, entertainment costs (e.g., tickets to recreational events, gift cards, ball games, etc.), and/or banquets
- Scholarships, gifts, or other prize monies, raffles
- Paying participants to complete a service experience
- Travel insurance
- Lease of facilities
- Campaigning or political mailings
- Equipment (e.g., printers, laptops, monitors, cell phones)
- Tuition of any kind

All disbursements must comply with established campus policies for purchasing, procurement, reimbursement, travel authorization and claims, and tax reporting/withholding. Upon notification of an award, both grant recipients and their department budget officer will have an opportunity to meet with ICCE to review disbursement procedures, as needed or requested.

*Good luck!*
**PROPOSED BUDGET**: Please indicate how you would like grant funds to be allocated. You may submit a change of budget request for approval, if necessary, once the project is underway.

**Call to Service Budget Categories**
- Faculty Additional Pay
- Hospitality
- Partner Services
- Supplies & Materials
- Student Assistant
- Travel
- Other (provide description in narrative)

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<th>CATEGORY: Identify how you will use funds. Each category can be used multiple times. If a category is not listed, you may type in your own.</th>
<th>BUDGET NARRATIVE: Please provide a brief description for each category expense item</th>
<th>ESTIMATED AMOUNT OF $ FOR EACH ITEM</th>
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