2024 Call to Service Proposal Submission

Q1

**Online Proposal Submission**
Funding available thru ICCE for class/teaching, service-related, and/or research or scholarship activities and events (includes planning) for 2024

**Important:** By submitting your grant application online:
1) you acknowledge you have informed your Chair/Program Director and they endorse your project/proposal;
2) Applicants may submit one application to two (2) of the four (4) grant categories (Please submit second proposal using the same link);
3) If you are submitting to the Eisman Award and Course Development grant, you must submit a CSU Community Engaged Learning Tool (CELT);
4) If you are submitting for either of the Support Funds - Course-related projects must complete the CELT prior to submitting application.

**For Grant Categories, Details, and Use of Fund: please visit: [https://icce.sfsu.edu/call-to-service-grants](https://icce.sfsu.edu/call-to-service-grants)**
Deadline: December 17, 2023

Good luck!

End of Block: Default Question Block

Start of Block: SF STATE FACULTY/STAFF APPLICATION

Q2 SF STATE FACULTY/STAFF INFORMATION

- Name __________________________________________________
- Department/Program/School _________________________________
- College/Division ____________________________________________
- SF State Email _____________________________________________
- Office Phone _______________________________________________
Q3 Rank/ Title

- Professor
- Associate Professor
- Assistant Professor
- Lecturer
- Staff

End of Block: SF STATE FACULTY/STAFF APPLICATION

Start of Block: COMMUNITY PARTNER

Q4 Grant to which you are applying (see grant categories details):
Note: Applicants can submit one application to two (2) of the four (4) grant categories. To apply for a separate category, please re-use the application link.

- Community Engaged Learning Grant
- Eisman Award for Engaged Scholarship
- Project Funds (Support Fund Program)
- Development Funds (Support Fund Program)

Page Break

Q5 Are you collaborating with a community partner?

- Yes
- No
Q6 COMMUNITY PARTNER INFORMATION

- Name of Organization __________________________________________________
- Contact person (name) ________________________________________________
- Contact Person's Title ________________________________________________

End of Block: COMMUNITY PARTNER

Start of Block: Course Information

Q7 Information about the course(s) referenced in your proposal. Check all that apply:

- Required for Major
- Required for Lower Division GE
- Required for Upper Division GE
- Elective
- Not Applicable

Q8 Expected Course Implementation Date

- Spring 2024
- Summer 2024
- Fall 2024
Q9 How often do you/will you teach the course referenced in your proposal?

- Fall & Spring semester
- Fall only
- Spring only
- Summer only
- Other ________________________________

End of Block: Course Information

Start of Block: Support Funding Program

Q10 Project Title

______________________________________________________________

Q11 Course Name and Number (if applicable)

______________________________________________________________

Q12 Date of Event or Project Completion of Grant Project:

______________________________________________________________

Q13 Date by which spending of the funds will be completed:

______________________________________________________________

End of Block: Support Funding Program
Applicants can submit one application to two (2) of the four (4) grant categories. To apply for a separate category, please use the same link. Applicants can only be awarded for one of the four grant categories.

Q15A NARRATIVE In 1,000 words or less (three pages max), explain how you propose to respond to the grant criteria for your proposed category (see grant categories). Required only for Eisman Award for Engaged Scholarship and Course Development Grants Applications

OR...

Q15B NARRATIVE In 500 words or less (1 page max), explain how you propose to respond to the grant criteria for your proposed category (see grant categories). Required only for Supportive Funds Applications

Q16 SYLLABUS If this request is for a course-related grant, please upload the most recent syllabus for your course.

- Draft syllabi accepted, if the proposal is to modify an existing course.
- If a modified syllabus is not available at the time of the grant, grantees will be asked to submit a revised syllabus for the final grant report.

Submission of a modified syllabi is not required at the time of proposal submission.

Q17 Please upload a copy of your completed CELT Confirmation Email: To be considered for any of the following Call to Service Grants, applicants must complete the CELT. The Community Engaged Learning Tool (CELT) is a series of questions based on essential elements for CEL and outlines the implementation spectrum for CEL Courses. After the CELT survey submission, look for the confirmation email with your responses.

Please upload a copy of that email here. For any issues, please email icce@sfsu.edu
Q18 **PROPOSED BUDGET**
Please indicate how you would like grant funds to be awarded. (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*
- Partner Services
- Supplies & Materials
- Hospitality
- Student Assistant(s)
- Other (provide a description in the narrative)

* Course release time is a non-allowable cost (Please see: [Use of Funds]).

Please refer to each grant category for the amount cap for faculty additional pay.

<table>
<thead>
<tr>
<th>Budget Narrative</th>
<th>Amount for each item</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please provide a brief description for the category expense</td>
<td>$</td>
<td>Identify how you will use funds. If category is not listed, you may type in your own.</td>
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Q21 **Total Amount Requested from ICCE**

__________________________________________________________________

End of Block: Narratives and Attachments
The endorsement of your Department Chair or Program Director/reporting Director is required.

As noted in the introduction, your Chair or Program Director must be informed of your application and support this proposal. By submitting your grant application online, you hereby acknowledge your Chair/Program Dir. has been informed and they endorse your project. Additionally, submitting this online proposal I, the Applicant, agree to the following provisions:

**DELIVERABLES**

**ALL grant categories**

- Upon notification of award, grant recipients and their department budget officer will have the opportunity to meet with ICCE to review disbursement procedures.
- Make at least one presentation to faculty colleagues about your grant-funded civic engagement project, service-learning teaching experience, research findings, and/or impacts on your students, community partners, and implications for practice.
- Provide opportunities for students to share their service-learning/civic engagement experiences with their peers.
- Submit a final report addressing and documenting deliverables due to ICCE, revised syllabus, and include (if available) materials such as testimonials from students and/or community partners; digital photos; video recordings; new stories; press releases from your class, or other supplemental materials, so ICCE can feature your achievements on the website; and, potentially in one of the twice per semester e-newsletters. Include completed and signed Video Visual/Audio Image Release Forms, if applicable.
- Disseminate or discuss the results of the funded project at a forum of choice or with other interested parties. Proposed budget estimates should be completed with brief narratives. If the project is approved, yet if the budget is inadequate, there is no provision for cost overruns. Note: Faculty are responsible for expenses that go over budget.

**Course-Related Grants (IN ADDITION to the above)**

- When needed, the semester before the class will be taught, consult with ICCE for any additional questions/guidance on course design, compliance with guidelines, partner/site development, risk management, and/or other particulars of accomplishing your project.
- Ensure participating students complete all necessary student consent & liability processes as guided by ICCE.
- A revised course request for CSL Designation will be submitted through the University’s Curriculum Inventory Management (CIM) system.
- Collect and report participation data to ICCE by the end of the semester (number of students enrolled in the CSL course; the number of service hours completed and any related data as applicable is optional).
- Include the following acknowledgment in scholarly works resulting from this grant: “This work was supported, in part, by funds provided by SF State University’s Institute for Civic and Community Engagement and the CSU Chancellor’s Office Call to Service Initiative.”

I agree to the above provisions

End of Block: Agreement