**DESCRIPTION AND GUIDELINES**

The purpose of this grant is to support one faculty members in designing and implementing a service-learning course. This grant includes a student scholar to offer assistance with the S4 database, risk management protocol, and other pedagogically-related activities during the Spring 2019 academic year.

**Faculty receive awards of up to $3000**.

If awarded, the recipient is expected to:

* attend a course development workshop at the Community Engagement Office November 15, 2018;
* teach the service-learning course in the Spring of 2019.
* choose an approved community partner by Dec 1, 2018;
* choose a student scholar by Dec 1, 2018 [the scholar must attend an orientation session prior to the semester in which they will serve];
* utilize the Service-Learning Database and all designated Community Engagement forms;
* nominate a student or student group by March 2019 to attend our annual Research and Service Symposium (April 2019); and
* provide an end-of-year report by May 2019.

The service-learning project must be developed in collaboration with a community-based organization, provide a meaningful service-learning experience for students, and fulfill a need defined by the community organization.

1. Funded faculty members are required to implement and complete the service-learning project during the Spring 2019 semester.

**DIRECTIONS**

1. Complete all sections of this form, including the signature page.
2. Scan/save a completed copy of your application, including the signature page, and email it to communityengagement@csun.edu by October 22 no later than 5pm. Incomplete applications will not be considered.

NOTE: CE will host grant workshops leading up to the deadline. For more information, please email Danielle Spratt, Director of Faculty Engagement and Service Learning in the Office of Community Engagement at Danielle.spratt@csun.edu.

**Faculty, Partner, and Course Information**

***Faculty Member 1***

**Your Name:****Your email address:**

**Faculty ID:****Your extension:**

**College:       Department:**

**Course title:****Catalog title (ex. LING 201):**

**Course number (ex 11027):****Term you will teach the course:**

**Student scholar name:****Student scholar email:**

**Student scholar ID:**

*Note: student scholars must be identified no later than Dec 1, 2018.*

**Community Partner:**

*Note: your community partner must be identified no later than Dec 1, 2018. For a list of our partners, visit* [*https://app.calstates4.com/csun/sites*](https://app.calstates4.com/csun/sites)*.*

**Do you have other sources of funding for this project? If so, please list:**

**Have any applicants ever received funding from the Office of Community Engagement Before? If so, when?**

**Narrative**

1. **Provide a brief description of your service-learning project and the need for an interdisciplinary approach to this project (1500 character limit):**

1. **Briefly describe how you will use your service scholar to implement your project (1000 character limit):**

**PROPOSED BUDGET**

|  |  |
| --- | --- |
| **Student scholar (required)** | **$500** |
| **Community partner stipend (min. $200)** |  |
| **Materials and Supplies** |  |
| **Faculty stipend** |  |
| **Total (up to $3000 maximum)** |  |

*Note: Budget must be confirmed and finalized by week 5 of the semester that you will receive this grant. Failure to do so may result in forfeiting the grant.*

**SUPPORTING DOCUMENTS**

**Please attach a syllabus to your application or offer a brief course description here that explains how you would implement service learning into your course (3000 characters):**

*PROCEED TO NEXT PAGE*

**FACULTY SIGNATURE SECTION**

**[ ] I understand that student scholars work approximately 20 hours throughout the semester, are not teaching assistants, and cannot grade coursework.**

**[ ] I understand that student scholars must be enrolled as current students at CSUN in the semester that they work as my service scholar.**

**[ ] I understand that this grant is processed as an award for the student and does not count towards his/her employment hours at CSUN.**

**[ ]  I understand that if I am awarded this grant, I will attend a 1-day Fall Institute on Nov 15, 2018.**

**[ ]  I understand that if I do not identify my community partner and/or service scholar by Dec 1, 2018, I will forfeit my ability to receive this grant money.**

**[ ]  I understand that this award is taxable.**

**[ ] I understand that I will have to complete a short report in May 2019 that outlines the outcomes of this award.**

**Faculty 1 Name:**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*PLEASE PROCEED TO THE NEXT PAGE*

**DEPARTMENTAL CONSENT**

**Type of Expenditure:**

**[ ]  Student Scholar Stipend - $500**

**[ ]  Faculty stipend for dissemination - up to $1000**

**[ ]  Faculty stipend Community Engaged Research $2000**

**[ ]  Faculty stipend-Disciplinary Grant-up to$3000**

**[ ]  Faculty stipend-InterdisciplinaryGrant-up to $6000**

**Department Chair’s Statement of Support:**

In signing this document, I support the attached proposal and understand that a community engagement component will be incorporated into the above-referenced course(s).  I further agree to support the faculty in disseminating their research to the broader academic community via professional publications and conference opportunities.

Department Chair, :

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

END OF APPLICATION

Submit this application to communityengagement@csun.edu

By 5pm on October 22, 2018.