**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](mailto: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](mailto: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](mailto:communityengagement@csun.edu)

By 5pm on October 22, 2018.