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|  |  **Office of Community Engagement**University Hall, Room 280 |

**Office of Community Engagement**

**AY 2020-21 Seed Grant Application**

***up to $1000 for preparing to teach a community-engaged course***

**Grant Application Due: March 23, 2020 by 11:59 PM to:**  Seed\_Gr.f6i56yot3qbk34qa@u.box.com

*Email* *communityengagement@csun.edu* *with any questions.*

For a full description of the grants and the responsibilities attached to them, please visit <https://www.csun.edu/undergraduate-studies/community-engagement/grant-opportunities>

**NOTE: Files should be saved as Word or PDF documents and named GRANTNAME\_Lastname\_Firstname**

**For instance: SEED2021\_Smith\_Jane.docx**

**Proposed budget files should be saved as Excel or PDF documents and named GRANTNAME Lastname Firstname Budget**

**For instance: SEED2021\_Smith\_Jane\_Budget.xlxs**

*(double-click for drop down menus in College and Rank)*

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

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

**College:** **Dean:**

**Department:**      **Department Chair:**

**Chair’s Email:**      **Department Mail Drop Code:**

**Rank:**

**Type of Request**:

[ ]  **Seed Grant (up to $1,000)**

[ ]  I understand that if I am awarded this grant, I will attend a Community Engagement Faculty Institute workshop. (Date TBA)

[ ]  I understand that if I am awarded this grant, I will be expected to utilize the Service-Learning Database (S4) and all designated Community Engagement forms when teaching my community-based learning/service-learning course above.

[ ]  I understand that this award is taxable and that all money for materials will be transferred to my department/program.

[ ]  I am willing to receive partial funding, if necessary.

[ ]  In lieu of an electronic signature, I check this box to certify that all of the above information is true and agreed upon.

[ ]  I understand that I will have to complete a final or mid-year report that must be submitted before I receive my faculty stipend.

[ ]  I would like a faculty mentor.

**Narrative**

1. Course or Project Description (500 word max)
2. Course or Project Goals (500 word max)
3. Course or Project Timeline
4. Potential for Student/Community Benefit (500 word max)
5. What, if any, plans do you have for assessing student learning outcomes and/or for sustaining this course beyond the first semester you teach it? (500 word max)
6. Please provide a 200 word summary of your course or project (to be used for publicity purposes if granted the award.)
7. If you do not have a community partner, please consult the S4 database and list some potential partners, or list your own. *Note that all partners must be approved by CSUN before any activities happen on their site.*

**Detailed Budget (1 page maximum)**

Please download and fill out the following form:

<https://mycsun.box.com/shared/static/ov5127cztvlk3dj193jpupplxbeld5jp.xlsx>

**Curriculum Vitae (2 pages maximum)**

Copy and paste here or combine below the document as part of a PDF.

**Department Chair Approval**

Name: Date:

Signature: