ABOUT: Community-Engaged Learning Mini-grants are available to instructors to support opportunities for implementation of service learning projects, development of community-engaged courses/activities or instructor communities (e.g., bringing together instructors who teach similar courses to develop collaborative ideas for community-engaged activities), and professional development (e.g., conference presentations for scholarship of teaching and learning). This funding mechanism is designed to allow instructors to be innovative in developing and promoting their community-engaged learning work.

FUNDING AMOUNTS: Up to $1,000 for conference-related costs; $500 for development of new community-engaged learning opportunities; and $3,000 for all other projects. Note that grants are intended to cover faculty expenses beyond normal departmental support; they are not intended to relieve departmental budgets or to relieve the budgets of community partners.

Examples of Fundable Expenses
- **Stipend.** Instructors may include stipends of up to $50/hour for time involved in the development of community-engaged instructor communities or new community-engaged learning opportunities (not be used in combination with other CCESL funds, such as Service Learning Scholars);
- **Conference-related travel expenses** (e.g., conference registration, transportation, housing, and meals);
- **Other fundable expenses include:** materials, specialized equipment, transportation costs, duplication and mailing expenses.

Non-Fundable Expenses
- Computers (Please note: If your project requires computers for use by student collaborators on your project, please contact Anne DePrince (adeprinc@du.edu). CCESL will try to arrange for you to borrow a laptop for student use during the fund period);
- Routine office expenses;
- Expenses that have already been incurred;
- Student tuition;
- Compensation of students for academic, credit-bearing service.

All Funds must be in accordance with institutional policies as detailed at www.du.edu/bfa. For example (but not limited to): research involving human or animal subjects must be reviewed by the DU Institutional Review Board; and international travel must be coordinated through the Office of International Travel.

REPORTING: Mini-grant recipients are required to submit a Final Report as well as complete a survey on the community impact of the project. In most cases, the Final Report is published in the Public Good Newsletter.

HOW TO APPLY: Complete the cover sheet on the next page and include a narrative of no more than three pages addressing the questions on the next page. **Applications are reviewed on a rolling basis.** Please expect approximately 2-4 weeks for your application to be reviewed. Please submit completed proposals electronically to ccsl@du.edu with MINI GRANT in the subject line. CCESL confirms application receipt by email. If you do not receive an email confirmation of application receipt within 2 business days, please contact Iman Jodeh at iman.jodeh@du.edu.

QUESTIONS: Please direct questions to Cara DiEnno, at cara.dien@du.edu.
Name:    Banner ID:    
Campus Address:    
Campus Phone:    Email:    
Department/School/Center:    Academic Rank:    

Amount requested (please note, limit of $1,000 for conference-related costs; $500 for development of new community-engaged learning opportunities; and $3,000 for all other projects):    

Narrative Questions: Respond to the following questions (NOTE: 3 page maximum, typed, double spaced for Questions 1-7; applications that do not follow this requirement will not be reviewed)    

1. Describe the project. Be sure to explain how your use of the funds will address one or more of the following requirements of the fund:    
   a) Sustain and/or deepen existing community-engaged learning opportunities;    
   b) Develop new community-engaged learning opportunities (e.g. costs that are essential to new course development, not covered under other CCESL programs – such as Service Learning Scholars – and for which support is not available elsewhere);    
   c) Implement new community-engaged learning opportunities (e.g., supplies needed to prepare for a new course or to implement new service learning projects);    
   d) Disseminate information (conference presentations, articles, reports) regarding existing community-engaged courses or projects;    
   e) Provide community-engaged professional development opportunities for DU instructors who have experience teaching community-engaged courses;    
   f) Create a community of instructors interested in developing a departmental and/or inter-departmental community-engaged plan.    

2. Explain your past experiences with community-engaged pedagogy that demonstrates your commitment and ability to carry out the project proposed in #1. Include attachments (e.g. student evaluations, mid-term reports, student work, community partner recommendations, etc.) if applicable and necessary.    

3. Explain your plans for sustaining this community-engaged class or project. If you have received mini-grant or other CCESL funds previously, please summarize the outcomes of that work as well as describe the similarities/differences with the proposed project.    

4. Describe the anticipated impact on student learning (this may be direct or indirect effects on student learning).    

5. Provide a budget narrative that includes how funds will be spent to support the community-engaged class or project.    

6. Please estimate the number of individuals/community partners affected by this project:    
   Undergraduate students:    
   Graduate students:    
   Staff:    
   Faculty:    
   Community Members:    
   Community Organizations (Please list the name of the community partner(s), if applicable):    

7. Provide a timeline, including start and end dates for the proposed work.