**Special Funds to Support Service-Learning at VSU**

**Request for Proposals**

We are pleased to announce a Request for Proposals to support Service- Learning at Virginia State University. These grants are available to fund the development of new service-learning courses, or for the improvement of existing ones, as well as to develop academic department service- learning initiatives. Grants will be awarded to faculty on a competitive basis according to the selection criteria. **The deadline for submittal is Friday, November 1, 2024. Awards will be announced by Monday, November 25, 2024. All funds need to be encumbered by May 31, 2025.**

We seek to facilitate active, experiential education that enhances student learning while addressing community needs.

**Selection Criteria**

Faculty service-learning grants will be awarded to support the following: 1) evaluation or presentation of a service-learning initiative; 2) creation of a new or improved service-learning course; or 3) a new service-learning initiative within an academic department.

Grant proposals will be reviewed by the committee according to the following criteria:

1. **Project Design and Student Learning Goals:** Programs must have well-defined objectives, demonstrable and realistic outcomes and a thoughtfully planned timeline. Measurement of outcomes is highly encouraged and should include feedback from partnering organization. Application submissions that have an accompanying letter of support from a community partner/agency will be granted a higher score during the grant review process.
2. **Community Needs:** Service-learning courses must have a positive impact on the community and target a specific unmet need defined in conjunction with community members. Research, instructional products and/or presentations and publications must be an innovative contribution to the academic discipline and/or the service-learning community. It is highly recommended to have an initial meeting between the community partners, faculty, students and any other stakeholders such as receivers-of-service to establish honorable relationships and to make sure project details are clearly outlined.
3. **Integration of Best Practices for Community-Based Research and/or Service-Learning:** The project must demonstrate how principles related to community-based research (e.g. involvement by community; end result of research has demonstrable benefit to identified community) and/or service-learning (e.g. reciprocal relationship building with community partner, opportunities for student reflection; incorporation of academic concepts into service experience) will be integrated.

**Available Funds and Size of Awards**

**Departmental Service- Learning mini- projects**

Service- Learning mini- projects are intended to partner academic departments and faculty with their student majors, general First Year students, and other potential majors

* Departmental submissions
* Funds can be used for supplies, resources, travel
* Ex. Water quality testing in the Appomattox River
* **Awards @ $1,500/ department mini- project**

**Faculty curricular mini- grants**

Faculty mini- grants to support course- based, community- engaged learning

* Funds can be used to cover needed supplies, resources, and travel
* Development of new service-learning courses or for the improvement of existing ones
* **Awards @ $2,000/grant**

**Due Date for Proposals**

Completed proposals will be accepted through **Friday, November 1, 2024.**

For more information, contact Anne-Marie Turnage at (804) 524-6714 or [Aturnage@vsu.edu](mailto:Aturnage@vsu.edu).

**Proposal Contents**

All proposals must contain the following:

**1. Title page** **(*see below*)**

**2. Proposal Narrative *(2-page maximum)****:* Your proposal should describe the project details with attention to the criteria described above. Pay special attention to the quality of the service provided and the relevance of the learning to course content.

**3. Budget and Budget Narrative**: A detailed budget must include how funds will be spent to support the service-learning project components.

Examples of **allowable** costs: materials; transportation to service site; books; supplies; materials and assessment; conference travel expenses

Examples that **cannot** be funded: indirect costs; food (unless part of the service-learning project, ex: Farm to School, Nutrition Education, etc.); payment to participants; entertainment; clothing; cash incentives or awards; pay for student worker assistants.

**Application Procedures**

**Applications must be submitted by 5:00 p.m. on Friday, November 1, 2024**. Please *submit applications via email* (scanned e-signatures are accepted) to:

Anne-Marie Turnage

E-mail: Aturnage@vsu.edu

Department of History and Philosophy

Division of Global Leadership & Talent Development

Foster 210

Virginia State University

804-524-6714

NOTE: **If you are applying in multiple categories**, please submit an application for each grant submission. For example, if you are applying for the **Faculty curricular mini- grants** as well as the **Departmental Service- Learning mini- projects,** please submit ***two, unique applications***, or one for each funding area.

**Title Page**

**Service-Learning Mini-Grant Application**

**Virginia State University**

**Project Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Amount Requested** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Grant Category (Please identify submission type below)**

Departmental Service- Learning mini- projects \_\_\_

Faculty curricular mini- grants \_\_\_

**Person(s) Responsible for Project:**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-Mail:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Brief Project Description (2 page maximum):**

**Budget and Budget Narrative (Line items & table format is preferred for proposed dollar amounts)**:

***Applicant:*** *By signing this application, you certify to the best of your knowledge that the information contained in this application is true and correct, that the filing of this application has been duly authorized by your departmental chair and that you will comply with the assurances required of applicants if the proposal is approved.*

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

***Department Head:*** *By signing this application, you certify that you have read the contents and are in full support of the proposal, its development, implementation and outcomes.*

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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