



Community Engagement Mini-Grants

2018-2019 REQUEST FOR PROPOSALS

Service, Leadership, and Community Engagement Office

University of Wyoming

The Service, Leadership, and Community Engagement Office (SLCE) is pleased to announce the availability of **Community Engagement Mini-Grant awards**. These grants, typically between \$200 and \$700, are available to fund the implementation of new community engagement or service-learning projects as well as the continuation of established projects in existing courses. Grants will be awarded to faculty on a competitive basis according to the selection criteria.

The Community Engagement Mini-Grants seek to encourage opportunities for active student experiences that enhance classroom learning through addressing community needs.

Selection Criteria

Faculty community engagement mini-grants will be awarded to support new or existing community engagement projects across disciplines on the University of Wyoming campus.

Grant proposals will be reviewed according to the following criteria:

1. **Project Design and Student Learning Goals**: Projects must have well-defined objectives, realistic outcomes that can be demonstrated, and a thoughtfully planned timeline.
2. **Community Involvement**: Projects must have a positive impact on the community and target an unmet need defined by community members. The community partner should be involved in all stages of the project, including planning and evaluation.
3. **Reflection and Dissemination**: Proposals must clearly outline how reflection will be integrated into the process and how information about the project will be communicated to both UW and external audiences.

Requirements of Mini-Grant Recipients

Faculty that are awarded the community engagement mini-grant funds will be expected to meet the following commitments:

1. Complete a brief post-project evaluation, including a detailed account of expenses, provided by the SLCE Office.
2. Administer a brief pre/post survey to students in the course.
3. Be willing to be part of periodic, follow-up assessment administered by the SLCE Office.

Awards

Individual awards are expected to average between \$200 and \$700. Proposals for existing community engagement projects will be considered, but priority for funding will be given to new projects. As a guideline, awards will typically not exceed \$50 per student involved in the project.

Due Date for Proposals

Proposals will be accepted on a rolling basis until all funds for the semester have been allotted.

Proposal Contents

Proposals will be accepted via online form and will include the following:

1. Proposal Narrative: Description of the proposed project with attention to the above selection criteria.
2. Timeline: A descriptive timeline illustrating when key activities will be completed and by whom.
3. Budget and Budget Narrative: Detailed budget explaining how funds will be spent to support community engagement.

Examples of **allowable** costs: supplies/materials, local transportation, stipends for student assistants, equipment*.

Examples that **cannot** be funded: payment to participants, food, entertainment, clothing, supplemental faculty pay, cash incentives or awards, consulting fees, donations, conference registration fees, non-local travel.

*Equipment will remain property of UW/applicant's department at the conclusion of the project. In the event that said equipment is unwanted or unneeded by the department, SLCE will assume ownership.

Application Procedures

The online application form is available at www.uwyo.edu/slce/

For questions regarding this RFP or the application contact:

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