ICCE is pleased to announce our 2016 Call to Service mini-grants to support SF State faculty and staff in providing service-learning opportunities to students and in disseminating service-learning knowledge, research or findings. Civic engagement, which is part of ICCE's statement of shared values, focuses on the opportunity to make a personal connection to complex social problems in our communities.

Service-learning is recognized as one of the high-impact initiatives for student success, which also aligns with the University’s strategic plan, creates campus-community partners, uses civic involvement to meet specific learning objectives of an academic course, engages students and invigorates teaching, and creates research and publishing opportunities.

The vision of this grant program is to cultivate and sustain strong, collaborative partnerships designed to model excellence in University and community engagement. Our office serves as a bridge between SF State and the surrounding San Francisco communities, emphasizing partnerships that value and respect the assets and diversity of both. Funding is provided through the CSU Chancellor’s Office Call to Service Initiative.

**AVAILABLE GRANTS:**

1. Community Engaged Scholarship Faculty Mini-Grant
2. Department/Program Mini-Grant (Pilot Program)
3. Partnerships In Service Mini-Grant
4. Service-Learning Student Assistant(s) Mini-Grant
5. Service-Learning Conference Travel Mini-Grant
COMMUNITY ENGAGED SCHOLARSHIP FACULTY MINI-GRAIN

(Add Service-Learning As An Option To A Course)

REQUEST FOR PROPOSALS (RFP)

FIRST ROUND DEADLINE: MARCH 16, 2016¹
SECOND ROUND DEADLINE: APRIL 29, 2016²

Purpose:
This mini-grant funds faculty members’ efforts to modify the curriculum of an established course or create a new course to include a service-learning component. Service-learning allows students an alternative mode for exploring the course topic by providing a minimum of 20 hours of service that meets an identified community need combined with reflective exercises to connect the service and need to the learning objectives for the course.

Eligibility:
Awards are open to all part-time and full-time faculty members of all ranks (faculty members on early retirement (FERP) are not eligible).

Award amount: $4,500 per grant

Grant proposals will be reviewed according to the following criteria:

- **Quality:** Degree to which service and reflection are integrated into course curricula, and not as extra credit or a side project in the class.
- **Community Needs/Engagement:** Degree to which the service component addresses community-identified needs/issues/goals.
- **Sustainability:** Degree to which the course can be used as a model for successful service-learning course integration in the disciplinary area and the expansion of the CSL initiative across campus.
- **Evaluation:** Intention to evaluate impact and outcome of service-learning as effective pedagogy.

Preference will be given to applicants who have not already received the CE Scholarship Faculty Mini-Grant during the previous two semesters.

¹ Fall 2016 CSL course designation & implementation.
² Spring 2017 CSL course designation & implementation.
DEPARTMENT/PROGRAM MINI-GRANT (PILOT PROGRAM)
(Service-Learning – Program/Department Level Grants)

RFP DEADLINE: APRIL 29, 2016

The purpose of this initiative is to support departments/programs that wish to develop or strengthen service-learning opportunities for faculty and students. Grants will be awarded to plan, establish, and implement strategic initiatives to further advance the integration of service-learning into the department/program.

Eligibility: Individual departments and/or programs may apply for these funds to develop, strengthen, and integrate service-learning into their programs more broadly.

Award Amount: $8,000 per grant

Grant proposals will be reviewed according to the following criteria:

- Service-Learning Description/Design:
  Beyond a general description of the service-learning component, project, or initiative, the proposal must address best practices of service-learning. Proposals must clearly address the integration of academic concepts with the service experience. In other words, how does the service component bring depth to your department and/or program? How are the threshold concepts in your discipline/program strengthened and deepened by service-learning?

- Student Learning Outcomes:
  The service-learning component must have well-defined student learning outcomes, service project/activity objectives, and student engagement in ongoing critical reflection. Projects should realistically be achieved within the semester timeframe. The proposal should also detail a plan to assess the effectiveness and impact of the service-learning component.

- Community Needs/Issue:
  Community engagement/service-learning projects must have a public purpose or results in a benefit to the community. Proposals must state how the service component addresses community-identified needs/issues/goals.

- Integration of Best Practices for Service-Learning:
  The project must demonstrate how the principles of Service-Learning (i.e. reciprocal relationship building with community partner, opportunities for student reflection and incorporation of academic concepts into service experience) will be integrated into the department/program.

  - Demonstrates a timeframe for implementation of the funded service-learning initiative.
  - Clarity and adequacy of budget.
**PARTNERSHIPS IN SERVICE MINI-GRANT**  
*(Funding to strengthen and deepen relationships with community partners)*

Proposals accepted on a rolling basis until **May 6, 2016** and/or when funds are depleted.

**Purpose:**
These grants will provide financial support to SF State faculty and staff members who are initiating or deepening relationships with community members/organizations to support high-quality service-learning courses. Must result in an implemented project.

Two types of funding categories are available—**New Partnership Funding** and **Established Partnership Funding**.

**Eligibility:**
Faculty who have taught or is teaching an official SF State service-learning course designated course are eligible to apply. The grants are also available to staff members involved in the administration of service-learning courses, course components, or service-learning initiatives.

**Award Amount:**
The funding amount for both categories is up to $3,000 per application.

- **New Partnership Funding** is available to service-learning instructors who have a specific plan for working with organizations to co-develop a new service-learning project or to expand an existing service-learning class to include a new service site or service project.

- **Established Partnership Funding** is available to service-learning instructors who have already established a service-learning partnership with individuals/organizations and would like to expand or deepen their partnership to include scholarship or other high-level collaborative activities.

**Grant proposals will be reviewed according to the following criteria:**
- Merit and feasibility of proposed project to establish or deepen a sustained service-learning partnership.
- Evidence of mutual benefit and mutual contributions between the service-learning instructor and community partner.
- Clear description of the specific deliverables that will result from the project as well as the impact on stakeholders.
- Clarity and adequacy of budget.
Proposals accepted on a rolling basis until May 6, 2016 and/or when funds are depleted.

Purpose:
Whether you are managing an on-going service-learning course/course component or developing a new service-learning course/course component, it is often helpful to have assistance with some of the unique aspects of service learning. The funds are targeted toward the salaries of the Service-Learning Student Assistant(s) (SLA). For up to 20 hours per week for one-term (maximum of 16 weeks), the SLA(s) must be a current undergraduate or graduate SF State student.

The SLA(s) will assist in the development and growth of community partnerships, the development of service-learning support materials, and the facilitation of service-learning opportunities. Some examples of student responsibilities may include:

- Delivering presentations to communicate the purpose, logistics and context of service learning.
- Leading in-class and on-site orientations with the community partner.
- Assistance with the coordination of student placements.
- Ongoing problem-solving, mentoring and logistical support for student peers.
- Collection and documentation of relevant service learning course documents (acknowledgement forms, timesheets, etc.)
- Assistance with planning and facilitating reflection activities.
- Analysis of community partner, student, and faculty mid and end of semester evaluations

**SLAs are not:**

- Teaching Assistants
- Allowed to grade papers or reflections.
- Expected to enroll in the service-learning course (although they may if they choose to).
- Allowed to approve new partners or activities without your consent and ICCE risk management & liability processes.
- Intended to help develop special projects outside of the scope of normal course coordination.

Eligibility:
Faculty of all ranks who have taught or are teaching an officially designated SF State service-learning course are eligible to apply. The grants are also available to staff members involved in the administration of service-learning courses, course components, or service-learning initiatives.

**Award Amount:** Mini-grants up to $3,000 per application.
Grant proposals will be reviewed according to the following criteria:

- Evidence that the SLA role focuses on supporting a service-learning component while also developing career related employability skills such as communication (oral and written), collaboration, and critical thinking.
- Clarity of the activities the faculty/staff member has planned for the SLA.
- Outline of the potential benefits and learning of proposed experiences for the SLA, including descriptions of the mentoring and supervision that the faculty/staff member will provide the SLA.
- Evidence that SLA support will aid the faculty/staff member to improve the quality of or build capacity to expand existing service learning activities/components.
Proposals accepted on a rolling basis until May 6, 2016 and/or when funds are depleted.

Purpose:
Grants will provide support for faculty members (with or without student co-presenters) who plan to (A) participate in a professional, academic and/or service-learning conference to present a paper or attend a session or sessions specifically about course-related service or service-learning partnerships or (B) present a service-learning paper at the annual conference of their discipline.

Eligibility:
Faculty who have taught or are teaching an officially designated SF State service-learning course are eligible to apply. Evidence of attendance or presentation at service-related session(s) is required for reimbursement.

Award Amount:
Faculty: up to $750 toward CSU-approved travel. Students: up to $1,000 per student toward CSU-approved travel (maximum 2 students); students must be listed as co-presenters and travel with co-presenting faculty member.

Grant proposals will be reviewed according to the following criteria:

- Quality: The degree to which course-related service is evidenced in the conference theme and/or session(s).
- Innovation and Replicability: The participation in the conference advances the faculty member's knowledge of or preparation for integrating service into the curriculum.
- Sustainability: The intention that conference proceedings will be shared with colleagues and ICCE.