



**COMMUNITY SCHOLARSHIP FACULTY GRANT PROGRAM
REQUEST FOR PROPOSALS (RFP)**

PROPOSAL DEADLINE: DECEMBER 7, 2009

Overview

The Institute for Civic and Community Engagement (ICCE) is soliciting applications for the **Community Scholarship Faculty Grant program**. Awards will be made in support of faculty-community scholarship and to expand community service learning (CSL)¹ courses at SF State. *Funds are made possible from the generous support of California Campus Compact and the Corporation for National and Community Service, Learn and Serve America.*

Faculty Curriculum Development Grants: These \$2,900 (individual faculty) grants are designed to support courses not yet designated² as CSL. All part-time and full-time SF State faculty are eligible to apply; unfortunately, lecturers and faculty who are on early retirement (FERP) are not eligible. The breakdown of funds for these grants will be: \$2,400 (Student Assistant Support); \$300 (Supplies and Services); and \$200 for (Travel)³.

We are particularly interested in courses that propose working with NEN University (NENu) in priority areas (as defined by designated neighborhoods) that emphasize Civic Engagement⁴. NENu is a joint collaboration between the ICCE and the Neighborhood Empowerment Network, a department within the City and County of San Francisco. The goal of NENu is to create a collaborative platform that will allow the City and County of San Francisco, the Bay Area's academic community, and local neighborhood stakeholders to form partnerships that will create stronger, more resilient neighborhoods.

Special consideration will be given to:

- First time applicants;
- Proposals for courses that have Not yet been designed as CSL courses;
- Courses that are required for the student's major, or that fulfill a GE requirement.

¹ Community Service Learning (CSL) offers students the chance to link academic study and course credit with community involvement and critical reflection. Students enrolled in a course offering a community service learning opportunity split their time between classroom instruction, service in the community, and reflection upon the service experience. Service learning is an instructional method that combines formal coursework with thoughtfully organized community service experiences **and utilizes the service experience as a course "text" for both academic learning and civic learning**. Service learning courses address community-identified needs while helping students meet academic, social and civic learning goals.

² Course is not listed with ICCE as a CSL course.

³ **Please note: All funds will be processed through ICCE. Student assistants will be hired through ORSP. Faculty reimbursements for local travel will be issued after receipt of Travel Claim Form. Direct Pay reimbursements (i.e., faculty purchasing their own supplies) will be processed after receipt of all necessary paperwork and receipts.**

⁴ ICCE has adopted the following definition of civic engagement that appears in *Civic Responsibility and Higher Education* by Thomas Ehrlich: Civic engagement means, "working to make a difference in the civic life of our communities and developing the combination of knowledge, skills, values, and motivation to make that difference. It means promoting the quality of life in a community, through both political and nonpolitical processes."

Grant Stipulations

- Faculty who have received Faculty Curriculum Development Awards from OCSL or ICCE for CSL in the past are not eligible for additional Faculty Curriculum Development Awards for the same course.
 - Conflict of Interest: Partnerships with a community organization must not violate University policies regarding conflicts of interest for faculty or students.
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Application Guidelines and Process

A complete application consists of the following:

1. **Cover Page:** Complete and submit the attached cover page for each proposal.
 2. **Narrative:** Double space using a 12-point font with 1" margins. Respond to the questions on the following pages. Maximum length is five pages.
 3. **Chair's and Dean's Signatures:** The signatures of the Chair and Dean are required on the cover page.
 4. **Budget Summary:** Funds will be used according to specified categories and amounts listed below. These categories and amounts cannot be modified. Budget justifications are NOT necessary.
 1. **Student Assistant Support: \$2,400**
 2. **Supplies and Services: \$300 (expenditures for equipment, paying participants to perform service, entertainment costs, or food are not allowable.)**
 3. **Travel: \$200 (only local travel will be reimbursed.)**
2. **Grant Recipient Requirements:**
 - All faculty awardees must attend a half-day Faculty Training Workshop.
 - All Award winners **must** submit a final report and the revised syllabus for their proposed CSL course.
 - Revised courses must be submitted for CSL Designation during the following academic year.
 - Awardees must discuss their reports and recommendations, based on their experiences with the overall development of the CSL initiative, at a faculty Forum or with other local academic institutions.
 - Failure to comply with any of these expectations will result in forfeiture of grant funds.

Timeline

Proposal Deadline: December 7, 2009. Proposals due at the Institute for Civic and Community Engagement, Pacific Plaza, Suite 750 by 5:00 PM.

December 14, 2009: Winners announced.

TBA: Faculty Training Workshops for award winners.

Proposal Narrative

Faculty Curriculum Development Grants: These \$2,900 (individual faculty) grants are designed to support courses that have not yet been designated as a CSL course. Participants in the proposed courses will collaborate with NEN University (NENu) on neighborhood priorities that emphasize Civic Engagement.

You must respond to all of the following (a maximum of five pages):

- a. **The course in which you plan to develop your community service learning:**
What type of curriculum option are you proposing? Briefly, summarize the objectives of the course and describe how you will integrate course theory/concepts with service in the community. Please include the most recent syllabus for this course.

- b. **Desired outcomes:** What are the desired student outcomes of your initiative? For the community? How will you assure that the course remains academically rigorous and that students are evaluated according to their ability to integrate course material and community service learning?
 - c. **Describe the community service that students are expected to perform:** In the first year of this grant, faculty will work with ICCE in determining neighborhood priorities and how they can match those to course objectives. Please describe the type of community based organization(s) with which you expect to collaborate for this class in future years. What type of service will students perform? How will service help the student understand course concepts, and the significance of civic engagement?
 - d. **The reflection component:** How will you structure the reflection component so that students may integrate what they learn from their community service with the academic content of the course?
 - e. **Innovative dimensions:** Clarify the ways that the proposed CSL will add to and/or enhance the existing course.
 - f. **The contribution of this course to the expansion of community service learning in the curriculum of your department and/or the overall university:** What is the role of this course in your major and/or GE? Will it be a requirement or an important option? How many students will be able to participate?
 - g. **Sustainability:** How will this course be sustained on a long-term basis? Please note that departments must commit to run this CSL course for two iterations after the initial award.
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Evaluation Criteria

The CSL Steering Committee will review proposals. Proposals will be evaluated according the following criteria:

- Clarity of course description and learning objectives, connection that community service has to the learning objectives and how it contributes to existing body of community based scholarship.
 - Clarity and significance of proposed community service activities.
 - Strength of the reflection component: content and proposed methods of integrating community service learning with academic study; contribution of course to expansion of community service learning in the department and in the larger university: the number of students participating; the role of the course in the department's major and/or university GE program; the planned frequency of course offering; and course sustainability (how you will ensure that the course will be regularly offered for two iterations after the initial award).
 - Balance among colleges and departments—special consideration will be given to first- time applicants to Community Scholarship Faculty Grant Program.
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Deadline: 5:00 PM, Monday, December 7, 2009

Send materials to: Perla Barrientos, Associate Director, ICCE, Pacific Plaza, Suite 750.

For questions regarding these awards, contact Perla Barrientos at barrient@sfsu.edu or phone(415) 338-3282.



COMMUNITY SCHOLARSHIP FACULTY GRANT PROGRAM
APPLICATION COVER PAGE
2009-2010

Name: _____ Rank: _____

Department: _____ College: _____

Phone: (office) _____ Fax: _____ Email _____ SFSU Mail: _____

I agree to the following provisions (please initial each):

- _____ I will attend a Faculty Training workshop.
- _____ I will submit a final report and revised course syllabus.
- _____ I will disseminate/or discuss the results of my funded project at a faculty Forum or with other interested local academic institutions.
- _____ I understand that failure to comply with any of these expectations will result in forfeiture of grant funds.
- _____ I will submit anew course proposal for CSL Designation during the following academic year.

Course # and Title _____ Units _____

IF MORE THAN ONE COURSE WILL BE REDESIGNED, PLEASE DUPLICATE THIS PAGE AND SUBMIT ONE COVER PAGE PER COURSE.

Course Information: Please Check All That Apply:

- Required for Major _____
- Required for GE: Segment I or II _____ Segment III _____

Estimated Enrollment Per Semester: _____

Course Implementation Date: Spring 2010 Fall 2010 Spring 2011

Applicant's Signature: _____ **Date:** _____

Department Chair: _____ **Date:** _____

Department's chair signature indicates: a) acceptance that the budget is sufficient for this project and b) willingness to sustain the course for two iterations after initial award.

Dean: _____ **Date:** _____