Community Engagement Partnership Fund

Applications for academic year 2017-18 will be accepted per the following submission schedule:

- Tuesday, September 26th, 2017 by 5 pm
- Tuesday, October 24th, 2017 by 5 pm
- Tuesday, November 28th, 2017 by 5 pm
- Tuesday, January 30th, 2018 by 5 pm
- Tuesday, February 20th, 2018 by 5 pm
- Tuesday, March 27th, 2018 by 5 pm

The Office for Community-Engaged Learning (OCEL) is offering mini-grants of up to $1000 to support the creation and maintenance of high-quality community-university partnerships. The Community Engagement Partnership Fund (CEPF) is designed to help fill small resource needs in promising joint initiatives that benefit both the community and Slippery Rock University. From service-learning initiatives, engaged research, educational programming, planning and policy development, public dialogues, training and workshops – our collective impact is enhanced when we work together. The fund is designed to empower community/university partnerships to reach their highest potential for collective impact and mutually-beneficial outcomes.

Who is eligible to apply?
Co-applicants that represent both community partner(s) and current SRU faculty, staff or student(s) are eligible to apply. The Letter of Intent (LOI) must be reviewed and signed by both SRU and community representatives. Funds are limited, thus grants are competitive.

Priority will be given to projects that address the following objectives:
- Fill a resource need that has been jointly identified by SRU and community-based representatives.
- Address an identified need of the community partner and/or the community they serve.
- Improve community access to SRU including research, teaching, and learning resources.
- Provide mutual benefit to both community and SRU partners.

How may funds be used?
The sponsorship is awarded to SRU faculty, staff, or students to support their participation in activities that extend or enrich an existing partnership with a community external to Slippery Rock University. Projects must benefit both the off-campus partner and the SRU partner and can include activities in the following categories:
1. **Activities that build or share skills**: i.e. workshops, trainings, experiential learning programs, asset-based skill building, etc.
2. **Activities that build or share knowledge**: i.e. community events, dialogues, engaged research, training resources, toolkits, etc.
3. **Activities that celebrate or acknowledge achievements**: awards, debriefs, appreciation/evaluation, etc.
4. **Activities that deepen engagement**: i.e. community mapping, artistic or creative events, public forums, public theater/performance, etc.

Funds can be used to cover costs that are integral to the realization of identified activities, including: facility rental, transportation, consumable materials and supplies, publishing costs, and honorariums. Funds may NOT be used for non-consumable items such as equipment (i.e. cameras, appliances, testing equipment, etc.) or for food and/or beverages.

**Activities outside the scope of this fund include:**

- Activities that are part of the normal working operations of an agency (core funded work).
- Activities that do not include at least 1 off-campus and 1 on-campus partner, currently in an active SRU role.
- Use of funds for salaries or wages.
- An event or activity that has already been funded and/or announced.

**How does the fund work?**

Recipients will receive a one-time sponsorship of up to $1,000 (for eligible expenses) to create, extend or deepen a community/university partnership. Funds must go towards projects that benefit both community and university partners. Funds will be distributed or reimbursed on a case-by-case basis as is most efficient and appropriate for the particular partners involved. In most cases, funds will go directly to the SRU partner (i.e. academic unit, department). However, (as would be the case for a student group) reimbursement for expenses could occur through the Office for Community-Engaged Learning. Instructions for the distribution of funds and expensing will be provided upon notification of successful approval of fund submissions.

Funding decisions will be made by a group composed of four faculty members from the SRU Community Engagement Advisory Board and the Director for Community-Engaged Learning.
What are the reporting requirements?
Recipients of the CEPF will provide the following documentation that will be used as a resource to publicly disseminate and share outcomes with the broader campus and external community.

Requirements include:

1. A 2-3-page summary (description) of who was involved, what happened, what needs were filled or impacts made.
2. Up to 3 reflective “lessons learned” (can be brief bullets) for others involved in community/university partnerships.
3. Three pictures with captions that help tell the story of the partnership and/or project.

Documentation may be submitted via email at ocel@sr.edu in written or video format. Recipients are asked to submit documentation within 1 month of project completion. Failure to comply with reporting requirements will result in ineligibility from all OCEL resources and support.

Frequently Asked Questions:
Can I apply to the CEPF more than once? Yes, however we will not fund the same project or partnership more than once in academic year 2017-18.
Why are funds only available until April 2018? CEPF is being piloted and its implementation and impacts will be evaluated at the end of the pilot.
How many applications will be supported in 2017-18? Up to 3 awards of $1000.
When will we hear back? How long does it take to process an application? Applicants MUST apply at least 1 month in advance of when you would like to use the funds. We aim to process applications within 2-3 weeks of the monthly deadline.
Do you accept electronic signatures? Yes.
Who/what is a community partner? A community partner is an individual or community-based organization that is not a formal member of Slippery Rock University but who is working with SRU in some capacity.
Can funds be used for catering and/or alcoholic beverages? Funds cannot be used for catering or alcoholic beverages.
How long do we have to use the funds? You are asked to identify a project close date in your Letter of Intent – this will determine how long you have to use the funds. In general, it is expected that funds will be used within 6 months of the project start date.
Can we use funds to hire a SRU student? Unfortunately, no. This is not a sustainable source of funding that could be relied on to fill structural or ongoing needs. Student placements with an
employer or host organization require support to protect the rights and interests of both student and partner.

Please contact Jeffrey Rathlef, Director for Community-Engaged Learning (Jeffrey.rathlef@sru.edu, X4764) with questions about the application process or if you would like to consult regarding a grant.

**How do we apply to the CEPF?**

To apply, submit a Letter of Intent (LOI) that describes the project, the partnership, how funds will be used and when, and intended outcomes. It is important that the LOI bear names, signatures and contact information for both a community and an SRU partner. Further information may be required of applicants and will be requested as needed by the review committee. (Note: it is intended that submissions of Letters of Intent serve as outlines for university-campus partnership agreements to be formulated as a result of successful grant approval.

**UPLOAD LOI FORM HERE *

(Fields marked with asterisk are REQUIRED).

This initiative is intended to further support community engagement and as such we will continuously enhance the criteria and invite your feedback or your thoughts via e-mail at ocel@sru.edu.

This fund is adapted from a successful community-university partnership recognition fund developed by Katie McCallum, Community Engagement Advisor, University of British Colombia, 2017.

To apply for the Community Engagement Partnership Fund, [click here](#) (SRU login required).