

## Center for Community Engagement

### Community-Engaged Learning | Course Development Grant

#### Request for Proposals

#### **Purpose:**

The Community-Engaged Learning Course Development Grant funds \$10,000 to faculty who plan on developing a **new course or overhauling an existing course** that combines academic learning and community-engagement opportunities for undergraduate students in Arts, Sciences and Engineering. The purpose of these grants is to:

- support valuable community-university partnerships
- address community-identified needs
- enhance student learning

We are highly selective of and prioritize applications in which community partners beyond campus are genuine partners -- meaning that they play a role in setting learning objectives and designing and implementing learning activities; and the project addresses unmet needs as defined by the partner.

#### **Examples of Covered Expenses:**

There are a variety of expenses that the course development grant covers related to the creation of a new AS&E course. Covered expenses include, but are not limited to:

- Materials and equipment
- Food for events, meetings
- Teaching assistant wages
- Honoraria and speaker fees
- Transportation and accommodations
- Salary support, supplemental salary, and extra compensation for University faculty and staff

#### **Eligible Applicants:**

Any University faculty or instructional staff member teaching an Arts, Sciences and Engineering undergraduate course are eligible to apply for a Course Development Grant.

#### **Application Instructions**

All applications must be completed and submitted to the Center for Community Engagement for review. Applications must be complete in order to be considered.

Applications must include:

- A letter of support from the chair or director of your department or program for your course development grant application

- An application form and budget (see template below)

To complete the application, upload the letter of support and application [here](#).

**Grants are awarded annually on a rolling basis, with a final deadline of November 30th for the academic year in which you are applying for funds.** If you require assistance in projecting transportation expenses in your proposal, consult the [UR Finance Reimbursement Overview](#). Any mileage reimbursement requests will require submitting a [Mileage Log Form](#) to the Community-Engaged Learning team. More information about this will be included in a Post-Award Grant contact.

### Grant Review Process

A review committee will review each application. The committee reviews each application, judging applications based on the criteria listed below. Funding decisions are made based on the availability of funding and the extent to which the following criteria are met:

- Proposed activities contribute to community-engaged criteria
  - *Exposure to issues of inequality or unmet needs in community*
  - *Material taught in collaboration with non-academic community partner*
  - *Coursework contributes to mission and needs of non-academic partner organization*
- Budget is complete and reasonable to meet the goals of the project within funding guidelines

Applicants who are awarded funding will be notified via email with an award letter. Those who are not funded will receive an email with notes regarding comments and suggestions for future applications.

### Contact

Please reach out to [c-el@ur.rochester.edu](mailto:c-el@ur.rochester.edu) if you have any questions about this grant.

**Center for Community Engagement  
Community-Engaged Learning Course Development Grant  
Application Form**

**Course Instructor/Faculty Supervisor:**

**Course/Project Name:**

**Semester Offered:**

**Expected number of students in course and/or course cap:**

**Community partner/s and/or external parties involved:**

**Overview of proposed activities:**

**Overview of learning objectives:**

**How do you see these activities furthering the experience of students and addressing the needs of your community partner/s, or external parties?**

**Proposed Budget:**

<b>Expense</b>	<b>Estimated Date of Expense</b>	<b>Estimated Cost</b>
<b>Total (funding not to exceed \$10,000)</b>		<b>Total \$</b>

**Please also provide a narrative of the course content, community-engagement, and how the Course Development Grant Funding would be utilized in the creation of your course.**