Continued Course Grant (Up to $2,000 in year 1 and $1,500 in year 2)

This grant program is intended to support academic departments in setting up a process for *ongoing* Community Engaged experiences for students. After completing a pilot project, or demonstrating an successful community engaged project, faculty may apply for up to 2 years of support from the CCCE to fully integrate the community engaged class or course section into the curriculum and department budget.

Following this two-year integration period, it is expected that the community engaged course or section of that course supported by this program will become a regular offering in the department's curriculum, under a designated community engagement course number and section. Once this occurs, the project will no longer be eligible for support from the CCCE Grant program without special permission from the Provost and Director of the CCCE.

Under the Sustainable Continued Course Grant Program, **faculty** may submit proposals to support the following:

Year One

- Stipend for faculty fellow.
- Travel costs for faculty and students to complete the project.
    - Faculty and students can request travel money for site visits, conferences, and workshops during the semester(s) in which the project occurs.
- Consultants and other subject matter experts who can enhance understanding of the field, industry, trends, etc. Please download the **budget template** for more guidance.

- Student and/or faculty mentor trainings including skill development, industry or discipline certifications, simulations, or other activities that enhance the learning experience or prepare the faculty mentor to teach the class.
- Supplies and equipment to complete the project
    - Please note that special conditions and/or procedures may apply for any supplies and equipment meant to be utilized on off-campus properties.
    - If a project needs any type of licensed software, Pilot Grants may pay for only one year of a license agreement.
    - Grants may not be used to cover any ongoing overhead costs, such as rent for an off-campus space.
- Administrative costs, such as any necessary background checks or special IRB needs

At the end of the first year, a **mid-grant report** must be filed with the CCCE. A review of all project activities will be conducted, including a meeting with CCCE staff, before releasing second year funds. More information will be given about the report once the grant has been awarded.

Year Two

In the second year, the sponsoring department may request **funds up to 75% of the total request for year one**. The use of grant funds for stipends, travel, consultants, trainings, supplies, administrative costs, and student assistants or workers must be done according to the guidelines listed above and current college policy.

At the end of the grant period, the faculty fellow(s) will file a final report with the CCCE articulating how the project will be sustained beyond the final year of support. More information will be given about the report once the grant has been awarded.

General Considerations

Project Purchases, Authorizations, and Budget Monitoring:

The CCCE will request semester budget updates, provide project assistance as necessary, close accounts, and can consult on allowable expenditures. However, they will not conduct day-to-day grant implementation activities.

Student Recruitment:

Faculty applying for Continued Course Grants will be asked to provide a student recruitment plan. Projects will be funded based on an expectation of meeting these student recruitment goals; if faculty fellows do not meet stated recruitment targets, then funding will be adjusted on a per-student basis. Community Engaged projects **must be executed in institution approved courses**; projects that do not meet this minimum are ineligible without special permission from the Provost.

Accessibility:

Alma College strives to make community engaged learning experiences available and accessible to all students. Please provide a detailed recruitment plan that allows for significant student inclusivity and accessibility. Before you apply, applicants are strongly encouraged to meet with CCCE staff to discuss inclusive and accessible recruitment strategies.

Final Report:

After the grant period, faculty fellows will provide a final report to the CCCE detailing community engaged activities, including how student learning outcomes were met, dissemination plan for upcoming semesters, student/instructor reflections, and grant expenditures. Faculty members will be ineligible to receive additional internal funding from the CCCE until this report is received. The expectations for the report will be given to the faculty fellow when they are awarded the grant.

Faculty Certification and Fellow Designation:

Faculty Fellows will be required to complete Canvas online training modules as provided by the CCCE before teaching the course. Grant recipients are required to designate their courses as "Community Engaged" in the registration system for the semester in which the course will be offered. The CCCE staff will be available to assist department personnel in the designation process as needed. Failure to fulfill certification and designation requirements may result in the suspension of funding.

Program Assessment Requirements:

In an ongoing effort to capture the impact of Community Engagement, students, faculty, and partners will be required to participate in all assessment and evaluation efforts as prescribed by the CCCE. These may include pre-/post-surveys, reflection activities, student assignments, and/or cumulative faculty evaluations in addition to course/project requirements.

Granting Period:

A call for Pilot Project proposals will be announced once a year, in December. Funds awarded can be used for courses starting the following spring, summer, and fall of the subsequent year. Future years may produce multiple cycles.

Once a project has started, funds for the Pilot Project Grant are available under the following timeline:

- Projects scheduled for the fall semester must be completed by May 30th of the *following* year, with a cutoff date of June 30th for all reports and expenses.
- Projects scheduled for the spring semester must be completed by May 30th of the *same* year, with a cutoff date of June 30th for all reports and expenses.
- Projects scheduled for more than one semester must be completed by May 30th of the year *immediately following project completion*, with a cutoff date of June 30th for all reports and expenses. A mid-grant report must be filed with the CCCE for projects that span more than one academic year.

- On July 1st immediately following project completion, all unused project funds will be returned to the CCCE; project timelines will only be extended by special permission of the Provost.

Post-Project Faculty Responsibilities:

In addition to the requirements above, those receiving a Pilot Grant will:

- Be asked to serve on future grant review committees.
- Present their findings at a public forum arranged by the CCCE. A public forum may include, but is not limited to the following:
    - Honor's Day Presentation
    - Admissions Events
    - Community Events
    - Friday Forums
- Be encouraged to participate in other community engagement-related faculty development opportunities.