Community Collaboration and Partnership Grant Proposal
Community Engaged Learning and Research Initiative (CELRI)
Fall 2024

APPLICATIONS DUE <u>AUGUST 9, 2024</u>

This request for proposals is intended to support faculty at varying stages in the development and implementation of community-engaged learning and research projects. Funds may be used for either **short-term Collaboration Grants** for a single public event or community engaged course components, or for **longer-term Partnership Grants** projects, which may be several events or components throughout the semester.

Examples of community partner roles in short-term **Collaboration Grant** engagements include: guest speaker, panel participant, local trip liaison[1], etc. Associated costs may include: community partner stipends, travel expenses, workshop materials, etc. The maximum request for a **Collaboration Grant** is $1,500.

Longer-term **Community Partnership** projects can be exploratory (to investigate project possibilities, to locate and plan with community partners, and to research community-engaged learning pedagogies), or they can facilitate an already designed project. They can also be projects dedicated to reframing faculty members' scholarly work to make it more community engaged (which may mean part of the work is identifying potential local community partners). Preference will be given to projects that lend themselves to meaningful and sustained community partner involvement at both the planning and implementation phases and that hold the potential for building long-term partnerships. The maximum budget request for a Community **Partnership Grant** is $3,000.

Collaboration and Partnership grants are not intended to support faculty stipends. If a faculty stipend is necessary to achieve equity in a community engaged project, you are encouraged to apply to a Pedagogical Inquiry Grant (PIG) funded through the Center for Teaching and Learning.

Submit all RFP documents by **August 9, 2024** to celri@whitman.edu. Applications will be reviewed in a timely manner so that recipients will know about funding by the start of the Spring 2024 semester.

Required documents:
1. Application cover page
2. Project description
3. Budget

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[1] Note that while this grant may be used to stipend a coordinating liaison at the destination, any direct costs for taking students on a field trip, such as transportation, should be billed to the department or program budget.

4. Report (submitted after completion, required for any stipend payment)

Cover page

Title of project:
Type of Engagement (e.g., guest speaker, local trip, panel, etc.)
Expected start date (MM/YY):
Expected end date (MM/YY):

Community partner(s) information (name, affiliation/organization, email)
Faculty/staff member(s) information (name, department/office)
Student information (name, Whitman ID)

Note: If you are working with multiple community partners, faculty, staff, and/or students, please list them alphabetically by last name.

Project description

Briefly describe your proposal and list any related goals and/or outcomes.

In what ways does your project seek to build reciprocal and mutually beneficial relationships with community partners?

How will your project enhance student learning? If the project includes any student participation in coursework (including independent studies), identify which course or departmental learning goals this project will help students attain and how you will assess the outcomes for student learning. If your project is focused primarily on scholarly work, impact on student learning should still be noted, even if it is indirect.

[For Partnership Grant proposals]: In what ways do you anticipate that the goals of your project will work toward a long-term collaboration between Whitman College and a community partner? For example, mention any conversations you have had with community organizations, your knowledge of recurrent issues in Walla Walla, etc.

Briefly describe any support staff implications for your project. (e.g., WCTS, Library, etc.)

Budget

Note: Make a copy of this spreadsheet and fill in your proposed budget items with a corresponding brief (1 sentence) budget justification for each item, including stipends (within the spreadsheet). The total amounts will be calculated automatically with a built-in formula in the spreadsheet.

Information about possible expenses
1. Student Wages: Students may receive an hourly wage of $16.28 for their involvement in facilitating community engaged course components with the following specifications:
   - Students must be [set up in the payroll system](#) before they can earn any wages.
   - Students must complete monthly timesheets (same system as other campus jobs).
   - Students can work up to 20 hours/week during the semester and up to 350 hours during the summer.

2. Community partner compensation: Community partners are paid at a rate of $75 per hour. They will need to complete a W-9 form and performance contract in order to be compensated (forms will be shared with you upon proposal approval).

3. Staff stipends recognize the additional time that goes towards supporting community engaged course components that are not part of their normal duties. Staff members are paid at a rate of $75.00 per hour. Any stipends paid to Whitman staff fall into one of the two following categories:
   a. Exempt staff: Exempt staff do not incur overtime. If their work on the grant causes them to exceed 40 hrs/week their supervisor should approve the extra hours.
   b. Non-exempt staff: Non-exempt (hourly or salaried) staff incur overtime. It is very important to coordinate with supervisors for approval and to ensure that they do not exceed 40 hrs/ week.

4. Materials and Travel Expenses: These could be resources that are about community engaged learning as an approach or specific to the topic of your project and may include supplies such as texts, software, recording equipment, etc. Travel expenses include costs associated with local travel such as Whitman rental fleet fees, charter bus costs, and mileage reimbursement.

Report

Upon completion of your work, please respond to the following prompts in an email addressed to celri@whitman.edu. Any approved stipends will be processed upon receipt of your report.
- Provide a summary of the work completed through the Partnership Grant, including assessment of any outcomes you specified.
- Describe any next steps for the work you carried out and/or any new initiatives you are considering pursuing because of this work.

Questions

Please address your questions to the CELRI committee at celri@whitman.edu.