**Civic Engagement Grant Call for Proposals**

**St. John Fisher College Community-Based Service-Learning**

**OVERVIEW:** The goal of the Civic Engagement Grant is to deepen the impact St. John Fisher College students and faculty can make in the community and enhance students’ leadership, grant writing, and professional communication skills. *Awarded grants will be used to deepen and strengthen the service-learning project or to fund needs identified by community partners that are related to the service-learning project.* Awarded funds are typically used to purchase items or services that will meet a need that cannot be met with existing resources and be left behind with the organization.

Here are some examples:

* Health care books and yoga equipment for Mercy Outreach so clients could utilize alternative health approaches presented by Complementary Care students.
* Science kits and equipment for the Science Enrichment Program led by Biology in Society students for East Rochester Elementary School.
* Toiletry supplies so overnight bags could be created and given to Comfort Care Homes by Paliative Care students
* Signs to increase awareness of VOA’s Working Wardrobe program by Professional Writing students.
* Books and supplies for Literacy and Language Analysis students to implement their reading and language project at VOA’s Children’s Center.

For end of semester project presentations refreshments and copying/printing costs for final deliverables, transportation needs, and honoraria requests, please contact Liz Rizzolo.

Here are some examples of what the grant will NOT cover:

* In general, the grant will not cover larger needs of the organization that are not specifically related to the service learning project, such as a TV set, a new carpet.
* Gifts for individual participants of the project or agency contact staff (e.g.: a bouquet of flowers, funds to attend summer camp)
* Money gifts to be used for any unspecified purposes

**APPLICATION PROCEDURE:** In order to be considered for a Civic Engagement Grant, the applicant(s) must follow these directions:

1. Submit all applications on-line. The link is on the Center for Service-Learning and Civic Engagement website, Student Resources at <https://www.sjfc.edu/major-minors/center-for-service-learning-and-civic-engagement/student-resources/>
2. Obtain feedback from your community partner on their needs and how they'll use the CE Grant. Include this information in the grant application where requested.
3. Prepare and include a detailed budget with researched costs per item requested and where items can be purchased with links.
4. Send an e-mail to Liz Rizzolo notifying her that an application has been submitted.  
     
   **DEADLINE:** There is one deadline for submission: **Monday, November 6 (week 10) for the fall semester and Monday, March 19 (week 10) for the spring semester.** Please e-mail Dr. Lynn Donahue after this date to see if funds are still available.

**AVAILABLE FUNDS:** We can award between $100 and $500 per service-learning project group, depending on the quality of the proposal and/or the number of applicants.

**SAMPLE PROPOSAL**: Please see below for a sample application.

Please direct all questions to Liz Rizzolo, Civic Engagement Coordinator at [erizzolo@sjfc.edu](mailto:erizzolo@sjfc.edu); 385-8249.

**Civic Engagement Grant Sample Application**

**1. Goals and Needs of Community Partner**

Please describe the goals and needs of your community partner and how the project will help to meet these needs and/or goals.

*The West Irondequoit Post- Secondary Transition Program assists young adults who are challenged with disabilities to develop independent living skills. These skills are vital for the students in order to become productive members of their communities. Skill categories include career, daily living, and social/personal skills. Each student comes up with their own Independent Education Plan that centers on that student’s individual goals for the program. Whether they want to focus on relationship building or obtaining gainful employment, the West Irondequoit Post-Secondary program tailors to each student’s individual needs. However, because of the size of the program, there is limited funding and resources available. In our service-learning project, we have been working to provide the transition program with new brochures that will feature the program’s mission and its framework focused on individualized goal achievement like fitness or job search.*

**2. Use of CE Grant Funds**

Propose how the Civic Engagement Grant funds can be used to meet these specific, identified needs of your community partner in a way **that goes above and beyond (deeper)** than what is possible with the service-learning project. If applicable, a strong application will also describe how the project will provide an ongoing benefit to the organization after the project has been concluded (or allow future service-learning to continue or grow).

*The Civic Engagement Grant would be used in order to purchase fitness equipment for the transition program. Increasing physical fitness was one of the goals the PSTP student and Fisher student worked on together. This equipment would be used when the PSTP student and “mentor” work meet. Equipment such as a basketball, football, soccer ball and hula-hoops would be able to satisfy their fitness needs and last for quite a while after our service-learning project is completed. In addition, the program would be using the grant in order to purchase activity trackers so that students can track their goals and keep motivated to meet those goals.*

**3. Statement from Community Partner**

Provide a statement here from an interview or e-mail communication with your community partner that details what need the CE Grant funds will meet and how the funds will be used to meet that need.

*“In an effort to teach our young adults important daily living/personal skills, we emphasize the importance of taking care of their physical and mental health. Routine fitness is the key to a happy and healthy life for all of us, and we hope to promote this in the post-secondary program. By exposing the young adults to a variety of fitness options, the program allows them to select what they enjoy and make it part of their weekly routine. While we can rent some fitness equipment in the campus Student Life Center, we would like to take part in exercise in the community and with other post-secondary programs, who would in turn benefit from the equipment as well. The daily activity trackers would allow the program’s young adults to independently keep track of and assess their fitness progress thus supporting their independent skills as well. Both the fitness equipment and trackers would become part of the post-secondary program’s mission to support our young adult student’s health and wellness now and in the future. - Debra Botsford, Program Instructor*

**4. Documentation of Benefit**

How will you or your partner document that the funds or items were used in the manner intended and that the organization has benefited from the support? Please talk to your partner about submitting a status update.

**5. Amount Requested (between $100 and $500)**

Please provide a detailed budget, giving a price for each item requested for the project and where you will purchase the item from. Use the format provided to itemize the purchases and provide links of where they can be purchased from.

If items can't be purchased on-line, or the partner would rather purchase them in person, please provide the name of the store they can be purchased from (they will be responsible for taxes). Books can be purchased through our on-campus bookstore. At times, a checks are cut for in the awarded amount and can be sent to the community partner

Students are not responsible for any purchasing. However, student applicants are asked to deliver the items to their partner if they are received at Fisher before the semester ends.

* Item # 1 Spalding NBA Super Tack Basketball -  Walmart $14.96

http://www.walmart.com/ip/Spalding-NBA-SUPER-TACK-Basketball-Official-Size-29.5/1574693 Walmart $14.96

* Item #2 Wilson NFL Super Grip Football - Walmart $11.39

http://www.walmart.com/ip/Wilson-NFL-Super-Grip-Football/9906640 Walmart $12.89

* Item#3 Wilson Traditional Soccer Ball

http://www.walmart.com/ip/Wilson-Traditional-Black-White-Soccer-Ball-Size-5/9854919

* Item #4 Hula-Hoop 36” Quantity (5) - Walmart $9.89 X5 = $49.45

http://www.walmart.com/ip/Hula-Hoop-36-Pack-of-36/48317062

* Item #5 Kickball Set - Walmart $39.35

http://www.walmart.com/ip/Kickball-Set/29137345

* Item #6 Misfit Flash – Activity Tracker Quantity (5) $19.99 X5 = $99.95 http://misfit.com/products/flash Misfit.com $19.99 X5 = $99.95

Total Cost Estimate: $227.99