

London Center for Community Engagement and Social Justice

Faculty Fund for Service-Learning

The Faculty Fund for Service-Learning supports faculty to fully integrate community-based learning into their courses. This fund should be used to directly enhance the quality of the community engagement project. Any faculty member teaching a Simmons Community Engagement (SCE) -supported service-learning course on the undergraduate or graduate level may apply for **up to \$300** per semester. This includes new courses in development with SCE. The selection committee will include members of SCE.

Purpose of the Fund

The committee encourages applications that support the creation of new community-based learning projects as well as current projects that require funding or that could be enhanced with the availability of funding. Community-based learning is defined as: a teaching method that combines community engagement with academic instruction as it focuses on critical, reflective thinking and civic responsibility.

Eligibility

In order to be considered for the funds provided through Simmons Community Engagement the service-learning course needs to be supported by the Center. The faculty member must have completed the Service-Learning Designation form for the semester in which they are applying. Any faculty member teaching a SCE-supported service-learning course is eligible to apply. Only one proposal per person per granting period may be submitted. Funds may be requested for expenses incurred by faculty members or students enrolled in the course during the planning, implementation, or celebration stages of the project.

Eligible Expenses include:

- Funds may be requested for travel expenses of Simmons students or community partners
- Funds may support the purchase of equipment, books, supplies, and refreshments for project implementation or celebration.
- Funds may be used for honoraria for guest speakers if funds are not available through department

Project Period and Review

The funds are to be used during the same semester as the application is submitted. Faculty who need to know whether they receive funds before committing to community-based learning may apply during the preceding semester. Funds can be used to reimburse expenses accrued before the distribution of the awards by individuals, not departments, but there should be a plan for how the service-learning project will continue if it is not funded by the committee.

Applications will be reviewed at least two weeks after the submission of all application material. Faculty will be notified by the 3rd week after submitting their applications. Applications for funds must be submitted by **November 1st** for fall semester projects and **March 15th** for spring semester projects. Application is through a google form; email communityengagement@simmons.edu to request the form.