Scott/Ross Center for Community Service
Faculty Fund for Service-Learning

The Faculty Fund for Service-Learning supports faculty to fully integrate service-learning into their courses. This fund should be used to directly enhance the quality of the service-learning project. Any faculty member teaching a Scott/Ross Center supported service-learning course on the undergraduate or graduate level may apply for up to $500 per semester. This includes new courses in development with the Scott/Ross Center. The selection committee will include members of the Scott/Ross Center staff.

Purpose of the Fund

The committee encourages applications that support the creation of new service-learning projects as well as current projects that require funding or that could be enhanced with the availability of funding. Service-Learning is defined as: a teaching method that combines community service with academic instruction as it focuses on critical, reflective thinking and civic responsibility. Service-Learning programs involve students in organized community work that addresses local needs, while developing their academic skills, sense of civic responsibility, and commitment to the community (adapted from Campus Compact National Center for Community Colleges).

Eligibility

In order to be considered for the funds provided through the Scott/Ross Center for Community Service the service-learning course needs to be supported by the Center. The faculty member must have completed the Service-Learning Designation form, as well as provided all necessary documents, for the semester in which they are applying. Additionally, if the faculty has received an award in the past semester, the End of Project Report form must also be completed before their application can be considered eligible.

Any faculty member teaching a Scott/Ross Center 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.

Level of Project Support

Awards will be made in amounts up to $500. The deadline for applications will be the middle of the semester. Faculty will be notified of the exact deadline each semester by email. Pending the availability of funds, further applications will be accepted on a rolling basis.

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 service-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 4th week after submitting their applications. Applications for service-learning funds must be submitted by November 15th for fall semester projects and March 15th for spring semester projects.

OVERVIEW OF APPLICATION GUIDELINES

Proposal Narrative

The committee will be looking for proposals that clearly and concisely illustrate how the proposed service-learning project benefits the community partner(s) and the Simmons students’ ability to provide the intended service. The narrative should include the goal of the project, the community partners for the course, and the benefit of additional funds to the project’s success. The narrative should also include the service and learning goals for the course.

Eligible Expenses

- 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
REVIEW CRITERIA

Proposal Narrative:
• Significance of the project
• Impact of the project on community partner
• Impact on Simmons students’ ability to complete service project to the satisfaction of the community partner
• Discussion of how the service-learning project would proceed if not awarded funds

Budget:
• A reasonable budget has been provided that indicates how the funds will be spent. (Include copies of receipts if faculty or students have already made purchases)
• Please use the categories/headings provided in the application.
• Budget reflects proposed project activities described in the proposal.

Scott/Ross Center for Community Service
Faculty Fund for Service-Learning
Please review the guidelines published by the Faculty Fund for Service-Learning Development before submitting this application. The application consists of this 1-page cover sheet, a narrative and a budget. Completed applications should be sent to the Assistant Director of Service-Learning.

APPLICANT INFORMATION

Name and Title:
Department: Telephone:

Have you previously received a Faculty Fund for Service-Learning award? Yes No

If yes, when did you receive this funding?

PROJECT INFORMATION (attach an additional form as necessary)

Project title:

Brief summary of your project, including the significance of the project to the community and student learning:

Will you require facilities beyond those available at the College? If yes, how will you gain access to them?

Have you sought outside funding for this project? If yes, where and what is the status of your application(s)? And, what suggestions do you have, if appropriate for financing the project if funds are not granted?

Type of funding support requested (please check):

To develop a new service-learning project Amount requested: $

To fund a project that has incurred expenses in previous semesters
To enhance a project that has run in the past without requiring funds to complete

Signature: __________________________________________ Date: __________________

FOR ADMINISTRATIVE USE ONLY:
Amount Awarded: _______________ Date: __________ Notified: __________
Staff: __________

PROPOSAL NARRATIVE

Please attach a detailed description of your project in no more than 3 double-spaced pages. Address the following areas:

• Significance of the project
• Impact of the project on community partner
• Impact on Simmons students’ ability to successfully complete their service project to the satisfaction of the community partner and the service-learning goals for the course
• Discussion of how the service-learning project would proceed if not awarded funds for its completion

BUDGET INSTRUCTIONS

Grants will be made in amounts up to $500; no more than one award per applicant per semester. Please use the headings provided below to create your budget. Include copies of receipts if any of the expenses include purchases already made.

EQUIPMENT AND BOOKS

Equipment and books purchased with funds from this award should either be used for future service-learning projects or remain with the community partner.

MATERIALS AND SUPPLIES

Materials and supplies include such items as general office or school supplies, celebration materials, supplies for workshops, etc.

TRAVEL

In the section on travel please list mode of transportation, number of travelers, and whether the travelers are Simmons students or members of the community partner program.

REFRESHMENTS

Include a justification for the refreshments and include who will be present to enjoy the refreshments.

MISCELLANEOUS

This category contains items such as printing and postage.