

2021 Application Form for Service-Learning Course Grants



Office of
Service-Learning

Application Deadline: February 9, 2021

- You MUST use this form to submit your proposal. Please refer to <http://u.osu.edu/servicelearning/faculty/grants/course-development-and-enrichment/> for a full explanation of grant criteria and expectations before completing this form.
- Please compile all documents into one PDF document before submitting. If you do not have Adobe Acrobat Pro, you can obtain it from the OCIO's website here: <http://ocio.osu.edu/software/adobe-ela/>
- Be sure to utilize the Checklist at the end of the Application. Incomplete proposals will not be evaluated.

A. Cover Page (maximum 3 pages)

1. **Title of Grant**
2. **Primary Author Information**

Name:
Title:
Department:
College:
Address:
Phone:
E-mail:

More Primary Authors, if applicable (please include all information requested above for each)

3. **Partners**

Name:
Title:
Department:
College:
Address:
Phone:
E-mail:

More Team Members/Partners, if applicable (please include all information requested above for each)

4. **Community Partner (if identified)**

Name:
Title:
Agency/Organization Name:
Address:
Phone:
E-mail:

This organization is a tax-exempt nonprofit or an organization with an easily identified public service component to their mission. (select one) **Yes** **No**

B. Service-Learning Course Design Institute Requirement

1. Have you or a member of your course grant proposal team attended a Course Design Institute (CDI) as facilitated by UCAT/UITL/Drake Institute in the past 3 years?
Yes No
2. Can you or another person who will be responsible for designing and teaching course content commit to attend a 20-hour Service-Learning CDI during May or June 2021? ***(NOTE: Attending the Service-Learning CDI is a requirement for all service-learning course grantees. If your team will be unable to attend the CDI, please do not apply for the grant.)***
Yes No
3. Please list potential attendees and any significant scheduling issues within this timeframe below. We will work with grant recipients to create a schedule for the CDI in May or June 2021 that accommodates participants and facilitators.

C. Grant Application Narrative – Specific Proposal Criteria Specific Proposal Criteria should be **maximum** 12 pages double-spaced. Please use criteria names as section headings in your proposal.

Course Development Grant (<http://u.osu.edu/servicelearning/faculty/grants/course-development-and-enrichment/>)

1. **Course Description:** General description of course title, objectives, and activities planned. Attach syllabus if available.
2. **Community Focus and Reciprocity:** Identify and describe community partner, their mission, and how involvement in your proposed course reflects their priorities and stated needs.
3. **Preparation for Service:** Explain how students will be prepared for service activities, including training, site orientation, and other logistical considerations.
4. **Reflection:** Describe structured assignments/activities to facilitate connection between service activities and learning goals.
5. **Assessment:** Include short explanation of assessment plan for this course.
6. **Sustainability:** Describe plans for sustainability and departmental support on a continuing basis.

D. Budget Please fill out budget in compliance with budgeting criteria. Insert additional rows as needed. Proposals that do not follow budgeting criteria will not be considered for funding.

1. Service-Learning Course Grant Budget Template	
Grant Applied For:	
Primary Author(s):	
Course Name/Number (if available):	
Discretionary Budget Items	Estimated Cost
Amount Requested	
Designated Budget Items for Community Partner (NOTE: Must comprise at least 10% of total budget)	Estimated Cost
Amount Requested	
Total Amount Requested	

Please note that the Office of Service-Learning prioritizes funding for efforts that have the ability to continue beyond the initial grant period. Funding should contribute to the meaningful development of sustainable course components. Requests for repeating costs (such as mileage for students or food and supplies for annual events) will not be considered for this funding unless the budget narrative justifying these items is significantly compelling.

Budget Narrative: Briefly explain how budget items above will support service-learning aspects of proposed course. You are also encouraged to identify and list matching funds, as well as potential funding and resources that will contribute to sustainability of overall project. (Max. 250 words)

Grant Application Checklist for Grant Application Please use the following checklist to ensure that your application is complete. Grant materials should be compiled into one PDF in the order listed below. Incomplete proposals will not be evaluated.

- Cover Page
- Service-Learning CDI Requirement
- Specific Proposal Criteria for Course Development Grant
- Completed Budget and Budget Narrative
- Letter of support from community partner, or list of 3-5 identified potential community partners (NOTE: funding priority will be given to courses with existing partnerships)
- Other Attachments (please list):

To Complete Application

Combine ALL of the above into one PDF document and submit to slearning@osu.edu no later than 5pm Tuesday, February 9th, 2021.

NOTE: Any non-electronic documents should be scanned and added to the electronic/PDF copy. Separately submitted documents will not be evaluated with your proposal. If this poses a significant problem for you, please contact the Office of Service-Learning for assistance.

Thank you for your submission!

Office of Service-Learning
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slearning@osu.edu