



Chancellor's Public Engagement Student Fellows

Guidelines and Application

2014-2015 Academic Year

Due: Friday, March 14, 2014

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ADDRESS

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807 South Wright Street, MC 319, Champaign, IL 61820

PHONE

217-333-9525

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go.illinois.edu/StudentFellows

Guidelines and Program Information

Overview

Founded in 2013, the Chancellor's Public Engagement Student Fellows program aims to enable undergraduate, graduate, and professional students as well as student organizations to develop, implement, and evaluate community-based projects in collaboration with external partners with the support of small grants from the Office of Public Engagement.

Goal and Purpose

The program goal is to foster the expansion of public engagement opportunities available to Illinois students through partnerships with communities, non-profit agencies, schools, and governmental bodies.

The University will fund projects or services that encourage students to become involved in community life by assisting in solving problems or providing a service while utilizing their education and expertise. The program is intended to give students an opportunity to expand their learning environment through community-related projects, scholarly work, creative endeavors, course development, and other activities within the broad framework of public engagement. Some examples include youth education, adult education, technology development, social justice, sustainability, and economic development among many others.

Grant Amounts

Grants of up to \$1,500 will be made to individual students, teams of students, or student organizations. The faculty sponsor for each grant award will also be given \$500.

Additional Awards from Chancellor's Committee on Access and Accommodations

This year the Office of Public are partnering with the Chancellor's Committee on Access and Accommodations (CCAA <http://ccaa.dres.uiuc.edu/>) to offer up to two grants to support projects that promote equal access to facilities and programs for persons with disabilities, raise awareness about the range and variety of disabilities, and/or develop innovative programs, policies, or products that support diverse abilities.

2013-2014 Chancellor's Public Engagement Fellows Project Information

Project Title	Community Organization
Fostering School Readiness in a West Englewood Head Start Program	Children's Home and Aid Englewood Mitzi Freidheim Child and Family Center
Parent-Child Spanish Language and Literacy Group	Champaign Early Childhood Center
Danville School District 118 Science Night	South View Middle School
Y-Climate Action Plan: Green Initiatives	University YMCA
Farmer Field Day at WPP Research Site	Restoration Agriculture Institute

Expected Use of Funds

- Funds may be used for travel for students only as needed to provide the service.
- Funds may be used for materials and supplies necessary to complete the project.
- Publicity, printing, and postage are allowable costs.
- Minimal refreshment costs may be allowed when justified as a specific activity of the service.
- Other items must be adequately justified in the proposal.
- Requests for extending the time for use of funds must be filed with the Office of Public Engagement and approved prior to the end of the grant period.

Funds May Not Be Used for:

- Salaries, honoraria, or compensation to the individual(s) working on the project
- Donations
- Equipment
- Cash awards or purchasing gift cards, such as an award or special prizes, etc.
- Routine departmental instruction costs, such as field trips, etc.

Application Guidelines

- To be eligible, the project or service proposal must be authored by a student (or students).
- To apply, complete both the online application form (described on Page 5) and submit both the Faculty Sponsor (Page 6) and Community Partner forms (Page 7).
- Incomplete applications, including applications without all required signatures, will not be considered.
- Projects may be conducted within or across semesters, but may not last more than one calendar year.
- Applications for the 2014-2015 academic year are due on or before Friday, March 14, 2014. Applicants are encouraged to begin working on the application before the deadline.
- Applications received after the above deadlines may be considered if funds are available, however, there is no guarantee that they will be considered.
- The Faculty Sponsor and Community Partner forms need only be submitted electronically (scanned via PDF) or in paper form, not both. Electronic is preferred.
- Proposals for international projects must be consistent with all University policies on international travel as established by the [Study Abroad Office](#).

Faculty Sponsor and Community Partner Forms

- Proposals must have the approval of a faculty member (Faculty Sponsor Form – Page 6).
- The faculty sponsor's home University unit must agree to serve as the fiscal agent for the project.
- The project must have approval from an external community partnership agency, outside of the University of Illinois, such as a school, governmental unit, or non-profit organization (Community Partner Form – Page 7).

General Information

Illinois students involved in projects must be in good standing with the University at the time of fund allocation. Submission of an application does not guarantee funding. Successful previous partnerships will be viewed positively in cases of renewal grants or new projects with the same community partners. Community organizations may initiate projects by describing their need directly to appropriate student groups or faculty. Grants will be made only to Illinois students and will not be made directly to the community organization.

Chancellor's Public Engagement Student Fellows

Application Review and Notification

All applications will be reviewed by a committee appointed by the Office of Public Engagement and decisions by the committee will be final. The amount of the grant requested may be reduced by the review committee. Applicants seeking funding for any program during the 2014-2015 academic year will be notified of the committee's decision via email no later than March 31, 2014. Only the student, either as an individual or on behalf of a group, seeking funding will be notified; it is the responsibility of the student to notify faculty members, community organizations, or other students (if applicable) involved.

Receipt of Funds

Approximately two weeks after the applicant receives the acceptance letter, the applicant may contact the business office that signed the application to check the progress of the fund processing. For RSOs, please contact the Office of Student Programs at the Illini Union.

Final Report

Each grant recipient is required to submit a Final Report describing the results and benefits of the grant. The Final Report is due December 12, 2014 for fall projects and May 1, 2015 for spring or year-long projects. Final Reports must be submitted electronically, however, the content of the Final Report is found on Page 8 of this application. As part of the online Final Report submission, grant recipients have the option to submit a photo related to the project or service. Photos will be used on the Public Engagement website and in printed materials. Additional photos may be emailed to publicengagement@illinois.edu.

Submit Faculty Sponsor and Community Partner forms (if not submitting electronically) to:

Chancellor's Public Engagement Student Fellows
Attention: Tracy Parish
Office of Public Engagement
330 Illini Union Bookstore Building
807 South Wright Street, MC-319
Champaign, IL 61820

For inquiries and questions:

Email: tparish@illinois.edu

Website: <http://go.illinois.edu/StudentFellows>

Application Content

This application must be submitted online at <http://go.illinois.edu/fellowsapp> (authentication required). Applicants may not submit a paper version. This form lists the required information, however, applicants will have to submit the full information in the online form. Only students with a valid NetID and password may access the online form.

Part 1: Student Information

Note: When submitting an application as a group, have one student submit the application online using their individual information. The student submitting the group application must then submit the information in Part 1 for each student in Excel format and upload it as part of the online application.

- Name of student
- Year in school
- Major
- Email
- Phone
- RSO name (if applicable)

Part 2: Project Information

- Title of project
- Description*
- Number of students involved
- Start Date
- End date
- Project term

**The project/service must be described in 250 words or less, including how the grant will benefit the community and the service learning experience of the students. Please begin the description with a one-sentence mission statement.*

Part 3: University of Illinois Faculty Sponsor Information

- Sponsor's name (Faculty, Staff or Advisor)
- Phone
- Email
- Department or RSO

Part 4: University Business Office Contact Information

- Name
- Phone
- Email

Part 4: Community Partner Information

- Community Partner Contact Name
- Community Partner Contact Title
- Name of Community organization
- Address
- Phone
- Email

Part 5: Budget

Part A – Other Sources of Revenue: List any other expected funding for the project (if any) including sources and amounts.

Part B - Expenses of Proposed Budget: Provide an itemized list of the expected expenses by expenditure type that will be charged to this grant. Refer to Page 3 for guidelines.

Part C – Total Amount Requested

Part 6: Forms

Complete the Faculty Sponsor Form on Page 6 and the Community Partner Form on Page 7. These forms need only be submitted electronically (scanned via PDF) or in paper form, not both. Electronic is preferred.

Faculty Sponsor Form

The Faculty Sponsor Form need only be submitted electronically (scanned via PDF) or in paper form, not both. Electronic is preferred. Paper forms may be mailed to the address on Page 4.

Complete this form and submit it by Friday, March 14, 2014.

The purpose of this form is to ensure all participating parties are in agreement about the project and its mission. All signing parties should read and agree with the Chancellor's Public Engagement Student Fellows application content before signing.

Both signatures are required.

-----To Be Completed By the Student-----

Title of Project: _____

Printed Name of Student

Signature of Student - Date

Should be the same student who submits the application online.

Printed Name of Faculty Sponsor

-----To Be Completed By the Faculty Sponsor-----

The purpose of this form is to ensure all participating parties are in agreement about the project and its mission. By signing this form, you agree that you have read and will sponsor the student's application for Chancellor's Public Engagement Student Fellows. The Faculty Sponsor should continue to be involved throughout the project or make alternative arrangements with the student should the situation change.

Signature of Illinois Faculty Sponsor - Date

Must be a faculty or academic staff member from the University of Illinois at Urbana-Champaign and be the same name given on the application that was submitted online.

Community Partner Form

The Community Partner Form need only be submitted electronically (scanned via PDF) or in paper form, not both. Electronic is preferred. Paper forms may be mailed to the address on Page 4.

Complete this form and submit it by Friday, March 14, 2014.

The purpose of this form is to ensure all participating parties are in agreement about the project and its mission. All signing parties should read and agree with the Chancellor's Public Engagement Student Fellows application content before signing.

Both signatures are required.

-----To Be Completed By the Student-----

Title of Project: _____

Printed Name of Student

Signature of Student - Date

Should be the same student who submits the application online.

Printed Name of Community Partner

-----To Be Completed By the Community Partner-----

The purpose of this form is to ensure all participating parties are in agreement about the project and its mission. By signing this form, you agree that you have read and will support the student's application for Chancellor's Public Engagement Student Fellows at the University of Illinois at Urbana-Champaign. The Community Partner should continue to be involved throughout the project or make alternative arrangements with the student should the situation change.

Signature of Community Partner - Date

Must be the same name given on the application that was submitted online.

Final Report Content

Due by December 12, 2014 for fall projects and May 1, 2015 for spring or year-long projects.

This report must be submitted online at <http://go.illinois.edu/fellowsreport> (authentication required). Applicants may not submit a paper version. This form lists the required information, however, applicants will have to submit the full information in the online form.

Part 1: Contact Information for Student Submitting Report

- First Name
- Last Name
- Email
- Phone
- Title of Project
- Name of Student Organization (*if applicable*)
- Name of Faculty Sponsor
- Name of Community Partner

Part 2: Illinois Student(s) Involvement

- Number of Illinois students involved in organizing this project
- Number of Illinois students involved in participating in this project (if different from the organizing number)
- Project Timeframe (date or range)

Part 3: Description of the Project

(Limited to 500 words)

- Include how many people benefited from project, learning activities in project, and the major objectives completed by the project.
- Include suggestions for improving a similar project in the future.
- List the amounts of funds received and how funds were used.

Part 4: Photo(s) (Optional)

The submission of photos related to the project or service is greatly appreciated. Photos will be used on the Public Engagement website and in printed materials. 100MB upload maximum. Additional photos may be emailed to publicengagement@illinois.edu.