

## CSL SMALL GRANT FUND GUIDELINES

The small grant fund of the Community Service-Learning (CSL) Program supports CSL activities that require resources **extra** to the supports routinely provided by the CSL Program and by the applicant's home organization or department.

The grant covers one-time costs of up to \$4,000 for projects that involves one (and possibly two) of the following activities:

- preparation for a CSL project or course
- implementation of a CSL project or course
- development of CSL expertise through an educational opportunity
- creation of an event that builds community among CSL participants.

**\*PLEASE NOTE:** applicants are eligible to submit for more than one granting cycle, however the proposed project must be unique for each application.

An applicant must be a community partner or instructor who has been actively involved in the U of A CSL program at some point in the previous year, and plans to be active during the term of the grant. The grant is adjudicated by a CSL Grants Committee twice per year (late spring and late fall).

Applicants must clearly indicate why the project requires additional resources, and how their use of funds will address one or more of these criteria:

- Will the funding directly enhance the *CSL student experience*?  
and/or
- Will the funding directly enhance the ability of a community partner or course instructor to *provide CSL mentorship/teaching*?  
and/or
- Will the funding directly *enhance community organization capacity to support CSL student placements over time*?

The small grant fund will **NOT** cover expenses that are normally deemed the responsibility of an academic department, community organization, or the CSL Program. Funds might be used for conferences or workshops, materials, one-time services, temporary personnel, small equipment, special transportation needs, or participatory events, such as:

- To provide seed money for activities that will lead to course-based service-learning experiences. (For example, a community partner might use the funds for long-term planning directed to successful incorporation of CSL student assistants.)
- To offset the costs of developing specific service-learning components for courses. (For example, this could involve hiring a research assistant to survey the literature regarding use of service-learning in a specific discipline. For another example, it could involve covering unusually high transportation costs or unique resource materials for a specific community placement.)
- To offset the costs of non-space capital requests and non-expendable equipment, when the items required are directly relevant to delivering service through CSL projects.
- To support extra staff/resources to coordinate and supervise community-based research (research that is asked for by a community partner and clearly linked with a course).

- To support learning about CSL (e.g., bringing to Edmonton an expert in a specific facet of CSL practice, or attending a workshop or conference relevant to CSL mentoring or teaching).
- To support events or activities that create interaction, exchange, and community among local CSL participants (students, instructors, and/or community partners).

For successful grant recipients, a follow-up report must be submitted with a detailed account of how the funds were used. All unused funds must be reported to the CSL Office.

**\*PLEASE NOTE:** Community Service-Learning (CSL) must be acknowledged and credited in all materials (website, articles, events, reports) derived from the operation of the grant. The CSL office is happy to forward their logo upon request.

Information sessions are held each term prior to the application deadline. Please visit our website for details. The CSL Office is happy to answer any questions about the grant criteria – please contact us.