**Utah Valley University Academic Service Learning**

**Service-Learning Designated Course Mini Grants**

**Call for Proposals**

Utah Valley University Academic Service Learning, in partnership with the Center for Social Impact, has limited funding available to offer project mini grants (up to $500 each course section) to assist in implementing community-engaged experiential learning projects in your SL-designated courses.

Faculty proposals should include: (1) course instructor name, (2) SL course details and syllabus, (3) up to a 500-word description of the project, the community partnership, and proposed project budget, and (4) a brief letter of support for the project signed by your department chair. Additionally, proposals that are able to show a commitment of monetary or in-kind contribution to the project from the community partner will received preferred consideration for project funding (you can include a signed letter from the community partner indicating level of support).

Requests can be submitted to Dr. Jonathan Westover, Director of Academic Service Learning (jonathan.westover@uvu.edu) on a rolling basis during fall and spring semesters. All requests will be reviewed by myself and members of the Center for Social Impact staff and Academic Service Learning committee within two weeks of receipt. Service-learning mini grant recipients will be expected to provide a showcase of the project results and impact at the annual Center for Social Impact luncheon (April 2019).

The Service-Learning Mini Grant funding will first be paid out by your academic department on an ongoing basis as you submit receipts and/or requests and then project money will be reimbursed to the department by the Office of Engaged Learning Academic Service Learning program. Cost reimbursement/approved purchases will be in accordance with [University policy](http://www.uvu.edu/procurement/). See also the attached mini grant reimbursement request form.

|  |
| --- |
| **Service-Learning Mini Grants**Funds Request Form |
|
|
| Submittal Date:       |
| Department:       |
| Banner Index Number:       | Account:       |
| Person responsible for index number:       |

|  |  |
| --- | --- |
| **Description** *(Please attach appropriate receipts/paperwork including travel authorization and travel reimbursement forms if applicable. Also, indicate* ***which service-learning course(s)*** *the funds will benefit. )* | **Amount** |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|   **TOTAL** |       |

**Approvals**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Approval Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Service-Learning Director Date

|  |
| --- |
| **For Office Use Only**Amount Transferred \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Reference Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |