

Collaboration Grant Proposal – for shorter term projects
Community Engaged Learning and Research Initiative (CELRI)
Spring 2023

Collaboration grants are intended to support costs associated with **short-term** community engaged course components. Examples of community partner roles in short-term engagements include: guest speaker, panel participant, local trip liaison, etc. Associated costs may include: community partner stipends, travel expenses, workshop materials, etc.

The maximum request for a Collaboration Grant is \$1,500. Collaboration Grants are not intended to support faculty stipends. If a faculty stipend is necessary to achieve equity in a community engaged project, you are encouraged to apply to a [Pedagogical Inquiry Grant](#) (PIG) funded through the [Center for Teaching and Learning](#).

Submit all RFP documents by November 30, 2022 to celri@whitman.edu. Applications will be reviewed in a timely manner so that recipients will know about funding by the start of the Spring 2023 semester.

Required documents:

1. Application cover page
2. Project description
3. Budget
4. Report (submitted after completion, required for any stipend payment)

Cover page

Title of project:

Type of Engagement (e.g., guest speaker, local trip, panel, etc.)

Expected start date (MM/YY):

Expected end date (MM/YY):

Community partner(s) information (name, affiliation/organization, email)

Faculty/staff member(s) information (name, department/office)

Student information (name, Whitman ID)

Note: If you are working with multiple community partners, faculty, staff, and/or students, please list them alphabetically by last name.

Project description

- Briefly describe the contents of your proposal and list any related goals and/or outcomes.
- How will your project enhance student learning? If the project includes any student participation in coursework (including independent studies), identify which course or

departmental learning goals this project will help students attain and how you will assess the outcomes for student learning.

- Briefly describe any support staff implications for your project. (e.g., WCTS, Library, etc.)

Budget

Note: Make a copy of [this](#) spreadsheet and fill in your proposed budget items with a corresponding brief (1 sentence) budget justification for each item (within the spreadsheet). The total amounts will be calculated automatically with a built-in formula in the spreadsheet.

Information about possible expenses

1. Student Wages: Students may receive an hourly wage of \$15.74 for their involvement in facilitating community engaged course components with the following specifications:
 - Students must be [set up in the payroll system](#) before they can earn any wages.
 - Students must complete monthly timesheets (same system as other campus jobs).
 - Students can work up to 10 hours/week during the semester and up to 350 hours during the summer.
2. Community partner compensation: Community partners are paid at a rate of \$75 per hour. They will need to complete a W-9 form and performance contract in order to be compensated (forms will be shared with you upon proposal approval).
3. Staff stipends recognize the additional time that goes towards supporting community engaged course components that is not part of their normal duties. Staff members are paid at a rate of \$75.00 per hour. Any stipends paid to Whitman staff, fall into one of the two following categories:
 - a. Exempt staff: Exempt staff do not incur overtime. If their work on the grant causes them to exceed 40 hrs/week their supervisor should approve the extra hours.
 - b. Non-exempt staff: Non-exempt (hourly or salaried) staff incur overtime. It is very important to coordinate with supervisors for approval and to ensure that they do not exceed 40 hrs/ week.
4. Materials and Travel Expenses: These could be resources that are about community engaged learning as an approach or specific to the topic of your project and may include supplies such as texts, software, recording equipment, etc. Travel expenses include costs associated with local travel such as Whitman rental fleet fees, charter bus costs, and mileage reimbursement.

Report

Upon completion of your work, please respond to the following prompts in an email addressed to celri@whitman.edu. Any approved stipends will be processed upon receipt of your report.

- Provide a summary of the work completed through the Collaboration Grant, including assessment of any outcomes you specified.
- Describe any next steps for the work you carried out and/or any new initiatives you are considering pursuing because of this work.

Questions

Please address your questions to the CELRI committee at celri@whitman.edu.