REQUEST FOR PROPOSALS:

Materials and Equipment Grant for Service/Civic Learning 2019-2020

Sponsor:
Center for Engagement, Service, and the Public Good
California State University, Los Angeles

Rolling Deadline for Proposals

(Final Date for Proposals: Friday, March 27, 2020)

Estimated Time for Review and Approval: Two Weeks from Submission

The Center for Engagement, Service, and the Public Good is pleased to offer a grant to cover related materials and equipment costs for high-impact service and civic learning practices and projects.

Faculty Eligibility:

Please note that faculty who apply for funding from this grant must provide documentation that they have participated in projects, training, workshops, institutes, or Faculty Learning Communities (FLCs) for service and/or civic learning since Fall 2013. In addition, faculty applicants must submit the course number and name of their approved service or civic learning course and a list of civic learning outcomes for their course and project. Faculty members who are not currently eligible are encouraged to participate in projects, workshops, institutes or FLCs available through the Center for Engagement, Service, and the Public Good. For further information, please visit the following link: http://www.calstatela.edu/engagement.
Allowable Materials and Equipment:

The funding for this mini-grant provides approved faculty members with **up to $500** to cover materials and equipment directly related to the implementation of an approved service or civic learning course or project. Faculty who are granted funding must work with the Center for Engagement, Service, and the Public Good for the acquisition of grant-related expenditures.

Examples of allowable materials and equipment include, but are not limited to, the following items:

- Equipment necessary for the completion of the service or civic learning project *(basic exercise equipment, flash drives, digital voice recorders, basic digital cameras with video capability, etc.)*
- Manual recording materials *(clipboards, paper notebooks, pens, pencils, etc.)*
- Presentation materials *(poster boards, markers, spray mount, etc.)*
- Building supplies *(wood, nails, etc.)*
- Printing and related expenses *(photocopying, offset printing, binding, etc.)*
- Hospitality expenses *(for project-based special events such as culmination, etc.)*
  - **NOTE:** Food for project-based events must be purchased from campus venues.
- Public transportation to and from the community partner location *(restrictions apply)*
- Mileage for travel to and from the community partner location *(restrictions apply and advance campus-mandated training is required)*

Prohibited Expenses:

- Computers *(desktop and laptops)*, tablets, smart phones, and software
- Prepaid gasoline cards for travel
- Paint and paint supplies
- Fertilizer