

Mount Aloysius College Faculty Academic Service Learning Development Grant

Mount Aloysius College offers grants to support faculty in developing Service Learning modules in current courses and to integrate Service Learning experiences into the curricular objectives of existing courses. Below is the application for service learning projects and services. Please complete application and email to Kim Asonovich, Service Learning Committee Chair kasonevich@mtaloy.edu.

Application Guidelines for Service Learning Projects and Services:

1. Application forms for all grant requests must be completed for the current school year. Earlier versions of the application are no longer acceptable.
2. The application requires signatures from the requesting faculty member, the Service Learning Committee Chair and the Vice President for Academic Affairs.
3. **Applications with incomplete signatures will not be considered and will be returned to the applicant(s).**
4. Applications for the fall semester are due to the Service Learning Committee on or before December 7 and for the spring semester April 7.
5. Applications received after the above deadlines will be considered if funds are available.
6. Preference will be given to applications that benefit organizations, communities, and/or Mount Aloysius faculty and students.
7. **Funding for field trips will not be considered.**
8. The project/service must be described in 250 words or less, including how the funds will benefit the community and the service learning experience of the students.
9. Complete an itemized budget and expected income (if any) for the project. Clearly state the amount you are requesting.

Mount Aloysius College Academic Service Learning Development Budget Guidelines

| | |
|---------------------------------|--|
| Training | Funds can be requested for expenses such as training and educational activities in support of service learning, for example, for expenses related to sponsoring service learning guest speakers on campus. |
| Meetings and Conferences | Funds of up to \$200.00 may be used by faculty attending conferences or meetings regarding service learning. Areas of expenditures may include conference/meeting registration, and other related costs as deemed appropriate by Committee review. |
| Communications | Publicity, printing, and postage are allowable costs. Example, mailings associated with surveys, mailing(s) to community partners, marketing costs to publish Mount Aloysius and community partner(s) needs assessment of community would be considered. Also, costs associated with faculty member's preparation of article(s) for publication in refereed journal or other publications would be considered. |
| Materials and Supplies | Funds may be used for materials and supplies necessary to complete the service learning project(s), <u>but not for equipment</u> . Refreshment costs may be allowed when justified for a specific activity of the service. For example, science or laboratory supplies for project, books or materials for community partners will be considered if they augment implementation of the service project. |
| Travel | Funds may be used for travel for faculty only, as needed, to provide service. Included would be costs associated with travel to and from community sites for the purposes of supervision, training and coordination. |

APPLICATION

**MOUNT ALOYSIUS COLLEGE
FINANCIAL SUPPORT**

FOR

MAC Faculty Academic Service Learning Development Grant

Please Type or Print Clearly Complete All Sections

Name of Faculty

Phone #

E-mail

**TITLE OF
PROJECT and
Brief Description
of Project (250
words or less)**

**Approximate Number of Mount Aloysius
students involved in project (if applicable)**

**Proposed Starting and Ending Dates of
Project**

**Name of Community
Organization**

**Name of Community
Partner Contact**

**Address of
Community
Partner**

**Community
Partner Phone**

Email

**Name of individual where
funds will be distributed**

Phone

E mail

PROPOSED BUDGET

Income List expected revenue for the project (if any) including sources and amounts. Community organizations or agencies receiving the service might choose to participate in the cost of the project or service. This would include any in-kind donations such as costs associated with on- site training by the agency, supervision of students while at the site, time and resources required to complete any paperwork, etc.

Expenses Provide an itemized list of the expected expenses by expenditure type that will be charged to this grant. The following items are included as approvable expenditures: publicity, printing, postage, transportation, supplies and materials necessary to complete the project, and minimal refreshment costs where justified as necessary for the service or project.

TOTAL AMOUNT REQUESTED

Signature of Faculty Member(s) – Date

Signature V P Academic Affairs – Date
Signature of Service Committee Chair -Date

Signature of Community Organization Partner Representative – Date

Signatures of all of the above are required. Incomplete applications will not be considered and will be returned to the applicant(s).