

Duke | SERVICE-LEARNING

Application for Service-Learning Funds

(electronic version at <https://servicelearning.duke.edu/for-faculty/requesting-funds>)

The Service-Learning office supports Duke's commitment to knowledge in the service of society by connecting civic engagement to the curriculum. Thanks to the continued support of Trinity College and the Office of the Provost, we are able to accept requests for community-based teaching and learning funds on an ongoing basis. Up to **\$1000** may be requested for expenses related to ongoing service-learning courses, community-based teaching and learning experiences, or for professional development or scholarly work related to service-learning.

All individuals who teach undergraduate academic courses at Duke are eligible to apply. Joint applications from collaborating faculty are welcomed.

Examples of acceptable budget items include:

- Expenses related to **projects** undertaken by faculty and students in collaboration with community organizations (books, materials, supplies)
- Expenses related to **events** (including field trips, exhibits, performances) joining Duke students and faculty with community members
- Honoraria for community members collaborating on course delivery
- Collaborative community-based research, or research on community-based teaching and learning methods
- A staff or student course coordinator
- Conference attendance or professional development

Grant recipients must have access to a Duke account to which grant funds can be deposited.

Grant recipients will be expected to:

1. Work with your business manager to make sure that all proposed use of funds are in accordance with Duke policies
2. Assist Duke Service-Learning in preparing partner and course profiles by responding to requests for information in a timely manner. Provide names and contact information for your community partners.
3. Provide a short narrative of how you spent or will be spending the funds
4. Acknowledge the support of Duke Service-Learning in any presentations, media, articles, events, and publications related to the course.
5. Communicate with Duke Service-Learning (servicelearning@duke.edu & eckles@duke.edu) about any events going on as part of your course and contribute photos, quotes, or opportunities to write short stories about your course whenever appropriate
6. Continue looking for sources of other funding to lessen demand on Service-Learning funds
7. As possible, participate in our learning community by attending workshops and events sponsored by Duke Service-Learning

Feel free to contact Duke Service-Learning with questions: 668-4134 or email at servicelearning@duke.edu.

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Proposals for Service-Learning Funds

Applicant:

Name
 Department
 Phone number
 E-mail address

Relevant course (if applicable):

Course number
 Title
 Next TWO semesters course will be offered
 Expected Enrollment

Service-Learning Funds (\$1000 maximum): expenses related to ongoing service-learning courses, community-based teaching and learning experiences, or professional development or scholarly work related to service-learning.

As a reminder, examples of acceptable budget items include supplies, transportation, refreshments, space rental, staff or student support, research expenses, and conference attendance or professional development. See guidelines on the next page.

Proposed Budget (Attach additional information if necessary.)

Item	Cost Estimate	Explanation/Breakdown of Cost Estimate
<i>Example: Honorarium</i>	<i>\$50 to \$150</i>	<i>We suggest honorarium in this range</i>
<i>Example: Meal with community partners</i>	<i>\$200</i>	<i>20 people @ \$10 for lunch.</i>
Total requested from Duke Service-Learning (\$1000 max):		

Explanation

In one page or less, please describe the proposed use of funds or elaborate on the nature of your request. How will the funds support an ongoing service-learning course, a community-based teaching and learning experience, or professional development or scholarly work related to service-learning?

What other funding sources have you explored, or do you plan to explore?

As interest in service-learning (and service-learning funds) increases, Duke Service-Learning must make difficult decisions about funding identical requests year after year. If you plan to continue this project in future semesters/years, what support might you need? Have you identified any potential sources of ongoing funding?

Please note that all service-learning funds are currently offered on a one-time basis.

Business Manager signature

Please sign to confirm that:

- The applicant has access to a Duke account to which grant funds can be deposited. (Supplemental payments will not be issued.)
- The proposed use of funds is in accordance with Duke policies
- The applicant's plans are compatible with departmental infrastructure and do not duplicate services or items available through departmental budgetary processes at this time.

_____ Date: _____
Print/sign

Cost object to which funds should be deposited: _____

Applicant signature

Please sign to confirm that you plan to meet the expectations outlined below:

- Report on the use of funds and participate in project evaluation activities, as requested
- Acknowledge the support of Duke Service-Learning in any presentations, media, articles, events, and publications related to the course

_____ Date: _____

Submit to Assistant Director, Duke Service-Learning:

Mail: Box 90739 | **Fax:** 919.660.3080 | **E-mail:** servicelearning@duke.edu

Guidelines: Requests for Service-Learning Funds

Category	Notes/Guidelines
Transportation	<p>In most courses, service-learning students are expected to arrange their own transportation to and from service sites. In many courses faculty offer a menu of service site options, some of which are within walking distance or otherwise easily accessible.</p> <p>The logistics for covering transportation costs of individual students are complicated and funding transportation may set a precedent that cannot be met in other SL courses. For this reason, we encourage faculty to explore multiple options to support students' access to community partner locations. Expenses for occasional whole course trips will be considered. A handout on transportation options is available from our website.</p> <p>This office will transfer the funding award to the fund code provided in the funding request. You must work with your department's Business Manager to process receipts for expenses and honoraria associated with your SL course. This office will not be able to process receipts or reimbursements associated with individual courses.</p>
Food	<p>The following guidelines may help you to estimate food costs:</p> <ul style="list-style-type: none">• Breakfast: \$5-10/person• Lunch: \$5-15/person• Dinner: \$10-20/person• Snacks: \$5/person
Honoraria	<p>Reciprocal relationships, in which service experiences are mutually beneficial to students and community partners, and neither is seen as doing a favor for the other, are essential to service-learning. We support compensating community experts for time and expertise shared in class visits. Honoraria, for example to cover time, mileage, and expenses for guest speakers, will be considered. We suggest \$50-\$150 per class visit, but feel free to propose typical rates in your department/field.</p>