COMMUNITY ENGAGEMENT GRANT APPLICATION

The Office of Community Engagement (OCE) and the Office of Student Affairs are committed to providing opportunities for members of the MICA community that enrich learning and contribute to the greater good of the community. If you are a student you may use this application to apply for the Office of Community Engagement Grant as well as the Office of Student Affairs Grant (Community Service Fund CSF). Jointly these two offices offer grant funding for MICA community members seeking support for community-engaged projects and activities.

Who is eligible for a Community Engagement Grant?
Any current MICA students, staff, faculty, or Community Art Collaborative member may apply. All applicants are required to be supervised by a MICA faculty member, staff advisor, or department head.

What types of projects qualify?
Projects should engage MICA participant in collaborating with community members to meet a particular community need or to pursue a desired outcome. Grants may be used to launch a new project or to strengthen/expand an existing one. Previous projects have ranged from after-school activities with children to community-based public art projects and social design initiatives. Letters of support from partnering organizations that confirm both the need for the project and the partnering organization's interest in collaborating with the applicant are not required but are highly recommended and will be strongly considered in the grant review process.

How much funding can I request? What can I use my funding for?

<table>
<thead>
<tr>
<th>Project Description</th>
<th>OCE</th>
<th>CSF</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student working on co-curricular project. (non-classroom based project)</td>
<td>$1500.00</td>
<td>$750.00</td>
<td>$2250.00</td>
</tr>
<tr>
<td>Student working on curricular projects, including thesis projects and other projects for classroom credit.</td>
<td>$1500.00</td>
<td>$0.00</td>
<td>$1500.00</td>
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<tr>
<td>Faculty, Staff, or non-student CAC member working on a community engaged project with community partners.</td>
<td>$1500.00</td>
<td>$0.00</td>
<td>$1500.00</td>
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In all cases, only exemplary projects with well-constructed budgets are awarded at the top of the funding range.

Awarded funding may be utilized for expenses such as materials, supplies, entrance fees, and transportation that are integral to the development, implementation, or evaluation of qualifying projects. Up to 25% of your total funding request may be used to provide an honorarium to a guest lecturer or a workshop facilitator.

Below is the list of all of the downloadable applicable materials that must be submitted by 11:59 pm on the grant due date on our https://mica.submittable.com page.

1. Grant Application
2. Project Budget (Using the required format, which can be found on the Community Engagement Grant page)
3. Reference Letters and Supporting Documentation (Optional)

If you have questions or need clarification around any components of the application submission process, please email or call the Office of Community Engagement at grants@mica.edu or 410-225-2504. For detailed information on grant sources and criteria, please visit www.mica.edu/grants.
COMMUNITY ENGAGEMENT GRANT APPLICATION

Please identify your affiliation with the MICA community:

- Undergraduate Student
- Post-Baccalaureate
- Graduate Student
- Staff Member
- Faculty Member
- AmeriCorps Member (CAC only)

Please check which grant opportunities you are applying for. We suggest you apply for both the Office of Community Engagement Grant and Student Affairs Community Service Fund, if you are eligible, to increase your chances for funding:

- Office of Community Engagement Grant
- Student Affairs Community Service Fund

Applicant Name

Major or Department

Email

Phone

Address

Class Year

Community Partner’s Name - Please provide the name of your community contact; i.e. the person you work with the most within your identified community partner/organization.

Community Contact Email or Phone Number - Please provide the contact information for your community partner in the form of an email address or phone number.

Briefly describe your project and its goals:

Location of your project and/or geographic area served:

- Neighborhood(s)
- City-wide
- State-wide
- National
- International

If you selected neighbor(s), please list them below.

Please choose the one issue that most clearly aligns with your project’s area of focus:

- Community Revitalization
- Civic Participation
- K-12 Education/Student Achievement
- Economic Development
- Food/Nutrition
Anticipated number of MICA students, faculty, or staff participating in your project? These numbers do not have to be exact, just make your best estimate.

Anticipated number of children and youth participating in your project?

Anticipated number of adults participating in your project?

Anticipated number of seniors (65+) participating in your project?

Briefly describe how your project will address the needs of the community.

Who will you collaborate with on this project? Please list. This list can include both organizations and individuals. Are you conducting this project by yourself or with a group of other students, faculty, or staff?

Please give the approximate start date of your project. Specify month and year (Ex: 04/16)

Please give the approximate end date of your project. Specify month and year (Ex: 08/16)

How will you know if your project is a success? How are you defining success for yourself and your project.

Who will assist you in evaluating this work (community members, MICA students, faculty, or staff) and how? Will you have your project participants take a survey? Will you have a desired number of people in attendance for a particular component? Will you engage in a group discussion or critique of your project once it's completed?

Please provide a budget using the format provided on the Community Engagement Grants page (See the guidelines page for a link to the correct budget format). Please download the template fill it out, save it, and then upload it in the space below. Your budget file may be uploaded as an excel document .xlsx or a .pdf.

Additional supporting documents. You may use this space to share additional supporting documents, including but not limited to letters of support, images/sketches of proposed work to be completed as part of your project, outlines/agendas/lesson plans for meetings, workshops, or classes, that are integral to your project. You may upload up to 5 files in the following formats .pdf, .doc, docx, .jpg, or .xlsx. Additional supporting documents are not required.

Please read the reporting requirements and indicate that you agree to complete a grant report and send the requested images once you’ve finished your project.

Reporting Requirements:
• All grantees are required to submit a brief narrative report within 30 days of the end of grant period, describing outcomes, successes and lessons learned as a result of their project.
• A minimum of 5 high quality jpeg Images are required as part of your grant report and may be posted on the OCE website or used in promotional material.

Please read the funding guidelines and indicate that you agree to abide by these, and any other guidelines, set forth by the Office of Community Engagement.

Community Engagement grants are intended to provide funding for MICA community members who are initiating community-based art and/or design projects. These funds may not be used to fund personal stipends. By checking the check box you are verifying that you have read and agree to abide by these funding guidelines.