

# Midwest Consortium for Service Learning in Higher Education

## Request for Proposals: Alternative Break Guidelines

The **Midwest Consortium for Service-learning in Higher Education** is a coalition of colleges and universities established to foster service-learning efforts in institutions across the area. Participating institutions, united in strengthening their academic programs, communities, states and the nation through service-learning, will be encouraged and supported in their efforts through grants, training and consultations. Member institutions include the following:

Central Community College  
Chadron State College  
Clarkson College  
College of Saint Mary  
Creighton University  
Dana College  
Doane College  
Hastings College  
Metropolitan Community College  
Midland Lutheran College  
Mount Marty College

Oglala Lakota College  
Nebraska Methodist College  
Nebraska Wesleyan University  
Peru State College  
South Dakota State University  
University of Nebraska-Kearney  
University of Nebraska-Lincoln  
University of Nebraska-Omaha  
University of South Dakota  
Wayne State College

Funding of the Consortium is provided through a Federal grant from the **Corporation for National Service**, which was established in 1993 to engage Americans of all ages and backgrounds in community-based service. Learn and Serve America is an arm of the Corporation, which supports the integration of service into the academic life of over 800 thousand students in all fifty states.

### Definitions of Service Learning:

**Academic Service Learning** is a pedagogy that integrates service in the community with academic study (theory/curriculum). Faculty, in partnership with representatives of non-profit, community organizations, design service learning projects based on two main objectives:

- meeting identified community needs, which helps strengthen the community, and
- advancing the students' understanding of course content.

Strong reflective components are built into the course to help students consider relationships between their service, the course curriculum, and its impact on their personal values and professional goals.

**Co-curricular Service Learning** differs only with regard to a link to course content. It maintains the service to meet a community need and includes strong reflection and evaluation components. Generally these service activities are directed under the leadership of student organizations and groups.



## **Midwest Consortium for Service-Learning in Higher Education Alternative Break Sub-Grant Proposal Guidelines 2005-2006**

**Funding available:** Grants in amounts of up to \$2000 each with a 100% in-kind match to be used for travel, supplies, material, food, or lodging for alternative breaks are available from the Midwest Consortium. The deadline for these grants is November 1, 2005.

### **Proposal requirements:**

- Submit one original of the application in hard copy, created in a generic word processing document in rich-text format and also submit electronically
- Proposal may not be more than seven pages in length using a 12-point font with .5-1 inch margins, including the title page, abstract page, budget narrative page and budget form (letters of support not included in page limit)
- Ensure that personally identifiable information appears on the title page only
- Must follow all guidelines as noted in the “Eligible Applications” section
- Proposals must be postmarked by November 1, 2005, and also submitted via email by November 1, 2005, at 5pm Central Daylight Time to be considered for the first funding cycle.

### **Proposal format**

- Title page (one page—form included)
- Brief summary (abstract) that describes your project (maximum 250 words) on a separate page
- Proposal content (limit 3 pages)
- Budget form (form included) and narrative/justification (one page limit on separate page)
- Letter(s) of support (not included in page limit)

## **Alternative Break Sub-Grant Program**

The **Midwest Consortium for Service-Learning in Higher Education** announces the availability of funds for alternative break service trips to enhance student learning and increase excitement amongst students about service-learning at Consortium member institutions. These funds are made available through the **Corporation for National Service** under the **Learn and Serve America: Higher Education** grant program.

**Please see the Consortium website for additional information about mission and goals**  
<http://si.unl.edu/midwestconsortium/>

The Consortium will award up to \$10,000 in sub-grants. Any funds not dispersed during the granting cycle will be made available for other sub-grants.

### **Eligible Applications--please review closely**

- Must have obtained official membership with the Midwest Consortium for Service-Learning in Higher Education by the date of application as recognized by the Executive Director
- Applications are available for up to \$2000 per institution. Multiple applications can be submitted from institutions, but total amount awarded cannot exceed \$2000.
- Joint projects through multiple institutions are eligible for \$2000 per institution, but must complete separate unique applications.
- Must support a substance-free alternative break trip
- Institution identifiable information must be restricted to the title page only
- Must be reviewed by the institution's official Consortium representatives prior to submission.
- Must follow all content guidelines.
- Must be postmarked by November 1, 2005, and also submitted via email by November 1, 2005, at 5pm Central Daylight Time to be considered for the first funding cycle.

### **Priority will be given to proposals addressing issues of:**

**Poverty**

**Immigration**

**Refugee**

### **But will not exclude proposals addressing issues of:**

**Education**

**Public Safety**

**Environment**

**Other**

## **Proposal Content Guidelines**

Seven (7)-page maximum, including the Title Page, Abstract, and Budget Narrative

**Title Page** (*form included*) must contain: title of project, applicant name, applicant institution, date of submission, national issues to be addressed, planned date of event, expected number of participating students, and the following signatures: the legal applicant, project sponsor and the Campus Consortium Representative of the applying institution.

**Abstract:** (*separate page*) Give a brief description of your project plans. (250 word maximum)

**Objectives:** Outline the objectives for the alternative break.

**Service Description:** Describe the community program projects in which the students will be engaged as well as training and orientation plans. Include the national issues to be addressed and the approximate number of hours students will be serving with each organization.

**Evaluation and Dissemination:** Describe the expected outcomes for students as a result of this trip and how you will determine whether or not those outcomes were achieved. Include a plan for reflection and evaluation activities, and any plans for dissemination.

**Budget Narrative, Matching Funds and Form:** (*separate page*) Complete the required budget form and provide a narrative at the end of your proposal narrative, explaining each cost clearly. Grant fund awards may be used for travel, lodging, food, supplies or materials. All materials and supplies not expended, purchased with Consortium funds, become the property of the participant's institution.

Each grant requested must have a **100% in-kind or cash match**, from the applicant's institution. In-kind match may include indirect costs (which include administrative costs, office space, equipment use, etc.) which are also allowable toward the match as defined by the federally negotiated indirect cost rate for your institution. A brief (no more than one-half page) explanation of the sources of matching funds should be included in the budget narrative.

**Letter(s) of Acknowledgement and Support:** Include a letter(s) of support from your campus president, chancellor, academic dean or department chair. If a community partner whose participation is critical to the success of the proposal has been identified, and their involvement is described in the proposal narrative, include a letter from that partner which describes their commitment.

**Grants that do not follow the guidelines will not be reviewed.**

Questions may be addressed to your Consortium representative or to Gary Heusel, the Executive Director of the Midwest Consortium for Service-Learning at 402-472-9638 or email at [gheusel@unlnotes.unl.edu](mailto:gheusel@unlnotes.unl.edu)

## **Awards and Administration**

All proposals must be coordinated through the Consortium representative of the institution. Sub-grant review panels will fully consider all applications and recommend proposals for funding based on the criteria identified within these guidelines. **Notification for those applying in the first cycle will be given to each applicant by December 10<sup>th</sup>, 2005.**

Sub-grant awards, administered by the Consortium member institution, include financial accounting and records maintained on behalf of the institution receiving the award. Member institutions will be held accountable for the compliance with the grant requirements.

A **final report** must be submitted by the closing date specified in the award letter and must include:

- A description of the experience
- A summary of evaluations
- An invoice listing expenses
- Information regarding your institutional budgetary match
- Demographic data of trip participants (race, ethnicity, gender, disability)

Grant monies will be submitted to the institution after completion and submission of the final report.

### **Submission Procedures:**

**Submit via email** a copy of the entire proposal created in a generic word processing document in rich-text format to [gheusel@unlnotes.unl.edu](mailto:gheusel@unlnotes.unl.edu) by **5pm Central Daylight Time on November 1, 2005, for consideration during the first funding cycle.** The **original** copy of the application must also be submitted and postmarked by the **November 1, 2005, deadline for consideration during the first cycle.** No faxed proposals are accepted, and proposals that do not adhere to the guidelines will not be reviewed. Ensure that personally identifiable information appears on the title page only.

Following a **review by the Consortium representative on your campus**, proposals are to be submitted through the appropriate campus procedures/office and mailed to:

**Midwest Consortium for Service-Learning in Higher Education  
Alternative Break Proposal  
c/o Gary Heusel  
Student Involvement  
200 Nebraska Union  
Lincoln, NE 68588-0457**



**INSTITUTIONAL SUB-GRANT BUDGET FORM  
MIDWEST CONSORTIUM FOR  
SERVICE-LEARNING IN HIGHER EDUCATION**  
A Learn & Serve America Grant from the Corporation for National Service

*Please type*

**Legal Applicant:** \_\_\_\_\_

**Program Title:** \_\_\_\_\_

FUNDING CATEGORY	CONSORTIUM FUNDS	MATCHING FUNDS	TOTAL PROGRAM COST
A. Program Staff			
Faculty/Staff Salary			
Graduate Assistant			
Stipend			
Consultant			
Benefits			
Subtotal			
B. Participant Support Cost			
FICA			
Other			
(Please specify in budget narrative)			
Subtotal			
C. Operating Costs			
Curriculum Development			
Evaluation			
Training & Technical Assistance			
Recruitment/Placement			
Subgrants			
Dissemination			
Other			
(Please explain in your budget narrative)			
Subtotal			
<b>Total</b>			

**100%**

(No more than 50% of total program cost)

(At least 50% of total program cost)

(Total equals 100%)

\_\_\_\_\_ %

\_\_\_\_\_ %

\_\_\_\_\_ %

(Consortium grant % + Match % = 100%)



**SUB-GRANT COVER SHEET  
MIDWEST CONSORTIUM FOR  
SERVICE-LEARNING  
IN HIGHER EDUCATION**

**A Learn & Serve America Grant from the Corporation for National Service**

For Internal Use Only

Check One:  Institutional  Faculty  Alternative Break  Research

Please type:

Name of Institution: \_\_\_\_\_  
*Legal applicant*

Fiscal Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
*This person must have authority to commit and receive funds on behalf of the legal applicant*

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Contact (Project/Course/Trip Coordinator): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Employer ID Number: \_\_\_\_\_

**Check** here if institution has received or is receiving funds from the Corporation for National Service.

Sub-grant funds requested  
\$ \_\_\_\_\_

**Check** the characteristics that apply to the institution listed above:

- Public  Religious  Private
- 2-year  4-year  Technical/vocational
- Research  Liberal Arts  Community college

**Check** the national issue(s) the Project/Course/Trip will address through service-learning:

*Priority will be given to:*

- Poverty  Immigrant  Refugees

*But will not exclude:*

- Education  Public safety  Environment  Other \_\_\_\_\_

Project/Course/\*Trip Title: \_\_\_\_\_

\*Date of event: \_\_\_\_\_ \*Estimated number of participating students \_\_\_\_\_

\_\_\_\_\_  
Consortium Representative Printed Name & Signature Date

\_\_\_\_\_  
Primary Contact Printed Name & Signature Date

**Certification:** The legal applicant certifies to the best of her/his knowledge that the data in this application are true and correct and the governing body of the applicant has duly authorized the filing of this application and that the applicant will comply with the assurances required of applicants if the proposal is approved.

\_\_\_\_\_  
Printed/typed Name & Title Signature Date