



**REALIZING THE CIVIC MISSION OF EDUCATION
IN THE
CALIFORNIA STATE UNIVERSITY
A LEARN AND SERVE AMERICA
GRANT PROGRAM**

INTRODUCTION

Higher education is undergoing dramatic transformations that are challenging traditional beliefs and resulting in the creation of innovative paradigms. The Association of American Colleges and Universities, for example, is leading the “Greater Expectations”¹ initiative, which is defining the purpose and effective practices of liberal education in the 21st century. While the emphasis on student learning is a part of nearly all conversations, leaders in higher education are also examining faculty workload in a time of limited budgetary resources. The “Project on the Future of Higher Education”² has examined the impact of limited budget resources and developed a set of principles that call for changes at the “organizational and learning systems” levels.

Advocates from the fields of service learning and civic engagement are also influencing the traditional structure of the academy, promoting both as meaningful and effective approaches to developing civically engaged students. Key stakeholders are also encouraging influential decision makers within higher education to define the fundamental purposes and values of higher education.

As a result of these collective efforts, CSU service-learning offices have the opportunity to strategize and implement new ways to advance academic culture and realize the civic mission of education in the CSU.

Realizing the Civic Mission of Education in the CSU will support long-term institutionalization of service learning and civic engagement in a number of ways: (1) offering trainings to various stakeholders; (2) assessing the campus’s academic culture and civic mission; (3) developing specific activities to transform academic culture in order to more fully realize the civic mission of education; and (4) developing student leadership opportunities.

While the grant program provides opportunities for campus participation in two main areas-- student leadership and advancing academic culture -- this Request for Proposals provides guidelines only for the “advancing academic culture area.”

¹ For more information about this initiative, visit <http://www.aacu.org/gex/index.cfm>.

² For more information about this project, visit <http://www.pfhe.org/>.

ADVANCING ACADEMIC CULTURE TO REALIZE THE CIVIC MISSION OF EDUCATION

A total of up to \$38,000 for the two-year grant may be awarded to your campus through a competitive review process. There is a 1:1 match requirement for all grant funds. If your campus receives \$38,000, your campus will need to demonstrate \$38,000 in cash or in-kind resources.

Timeframe:

Year 1: May 2004 - June 2005

Year 2: July 2005 – May 2006

CAMPUS'S RESPONSIBILITIES

The two major aspects of the program are to (1) conduct an assessment of the campus's academic and civic culture and to (2) develop a plan that outlines specific activities that will advance a campus's academic culture in order to realize its civic mission of education. Two activities that should be a part of each campus's plan are to:

- Organize at least one faculty training each year on how faculty can integrate civic engagement activities explicitly into the courses they teach.
- Offer at least one training per year for community agencies and faculty members on ways community agencies can be co-educators. Faith-based or small community-based organizations should represent at least 25% of the participating agencies at the workshop.

Other campus responsibilities are to:

- Participate in a mandatory fiscal management training by the service-learning director and the grant's fiscal contact. Once your campus has been officially awarded the grant, the Chancellor's Office will provide training, via videoconferencing, about the contract process, timeline for invoicing, and responsibilities of both the fiscal contact and service-learning director.
- Coordinate campus-wide evaluation efforts.
- Submit all programmatic and fiscal reports in a timely manner.
- Develop a Strategic Action Team (SAT):
 - The SAT must have a minimum of five representatives: the campus service-learning director, an administrator, a community partner, a faculty member and a student. An existing advisory committee is an appropriate leadership team for this program, as long as it has representation from all key stakeholders. The primary charge of the SAT is to develop a comprehensive and inclusive action plan that will outline overall objectives and specific activities to assist the campus in achieving the seven areas of the action plan. The SAT will also serve as an advisory committee during the implementation phase of this grant program, providing feedback and guidance as the campus

works to implement its action plan. The work and responsibilities of the SAT will take place during the development and implementation of this grant program (December 2003 – May 2006). Since one element of the grant emphasizes academic culture, you may want to include other campus individuals on your SAT like the faculty development coordinator or a member of the campus Academic Senate.

APPLICATION GUIDELINES

Campuses are asked to:

1. Complete the Assessment Plan

Conduct an assessment of your campus's academic and civic culture by providing a rating and a rationale for your rating in *all* fourteen areas. Guidelines are provided in the *Assessment Plan and Action Plan* document.

2. Create an Action Plan

Develop a plan that outlines specific activities that will advance your campus's academic culture in order to realize its civic mission of education. Each campus will need to select **seven areas** and develop activities that will result in progress over the next two years. These activities should come from both general categories-- academic culture and civic engagement. In addition to the action plan, you will need to identify a timeline associated with *all* the proposed activities. Guidelines are provided in the *Assessment Plan and Action Plan* document.

3. Provide a Campus Profile

In addition to your *Assessment Plan and Action Plan* document, you will need to provide a brief overview of your campus's current efforts in service learning and in civic engagement. Additionally, provide the definition your campus is using to define civic engagement and its connection to service learning. Your *Campus Profile* should be completed on Appendix D and not exceed three paragraphs.

A complete proposal will include:

- Cover Page (Appendix A)
- Assessment Plan and Action Plan
- Budget Form (Appendix C) and a budget narrative for each program year, for a total of four documents. A sample budget narrative is attached as Appendix B.
- Campus Profile (Appendix D)

BUDGET INSTRUCTIONS

Each applicant must submit a Budget Narrative and a Budget Form (Appendix C) for each program year following the example provided. **The Chancellor's Office encourages you to work with your fiscal contact to finalize your budget.**

Budget Narrative: You must organize your budget narrative in the same order as the Budget Form, using a format that clearly identifies the requested grant share and your match share (see Appendix B: Sample Budget Narrative). Please provide information for all items so that the

Chancellor's Office can understand the basis for your request. ***Make sure that your match share is at least 50% of the total program cost (a minimum of a dollar for dollar match).*** Your match share may be provided through cash and/or in-kind contributions, from public or private sources. Applicants should indicate the source of their match share, where applicable, (e.g., Office of Service Learning or the name of the funding organization). You may apply indirect costs and Federal Work-Study funds toward the match.

Budget Form: Once the budget narrative has been completed, transfer the appropriate amounts to the Budget Form. Please review all calculations to ensure that all categories add up by column and row.

Size and Length of Subgrants:

The Chancellor's Office will award up to \$38,000 per campus for the two-year period. Subgrant funding will follow a calendar year schedule as follows:

Year 1: May 2004 – June 2005

Year 2: July 2005 – May 2006*

**Funding in Year 2 is contingent upon performance and continued availability of federal funding from the Corporation for National and Community Service.*

Match Requirements:

All applicants are required to provide a 1:1 match for all grant funds. For example, institutions that receive a \$24,000 subgrant must demonstrate ability to generate an additional \$24,000 match, for a total of \$48,000 investment the initiative. The match may be cash or in-kind (e.g., staff time devoted to project, supplies, and phone costs). Match funds may come from public, private or institutional sources. CNCS funds may not be used as match for the Learn and Serve grant. However, match funds may include Federal sources other than funds made available under the national service laws. The Chancellor's Office encourages you to check with the federal agency to see if it is possible to include its funding as a matching source for this grant.

Use of Funds:

Funds may be used to support activities that will advance your campus's academic culture in order to realize its civic mission of education, as outlined in the "Application Guidelines" section of the Request for Proposals.

Specifically, funds may be used to cover:

A. Program Operating Costs (Appendix E: Budget Category Explanations) incurred by the university including:

1. *Personnel expenses and fringe benefits*
2. *Operating costs* associated with the activities identified in your proposal such as: training resources, supplies, curriculum development, travel expenses consistent with

CSU campus policies and procedures, dissemination and outreach materials, evaluation and consultant resources, and use of equipment.

B. Administrative Costs *not to exceed of 5% of total grant funds actually expended.* To calculate the grant (federal funds) maximum share of 5%, multiply 5.26% (i.e., .0526) by the subtotal in Section I, D on the Budget Form and include this amount in Section I, E.

Administrative costs are defined as those costs that are included in the university's indirect cost rate. Such costs are generally identified with the university's overall operation and further described in Office of Management and Budget Circulars A-21, A-87, and A-122.

Administrative costs include: financial, accounting, auditing, general legal services, general liability insurance, and costs for internal evaluation.

Because the Chancellor's Office does not have an approved indirect cost rate, sub grantees must use the Corporation Fixed Percentage method to determine administrative costs. This method supersedes any federally approved indirect cost rate that the campus may have established. Applicants may charge, for administrative costs, a fixed 5% of the total of the grant funds expended. In order to charge this fixed 5%, the applicant match for administrative costs may not exceed 10% of all direct cost expenditures. Once the budget narrative has been completed, transfer the appropriate amounts to the Budget Form. To determine your campus's administrative costs for the grant share and match share, follow these guidelines:

- **Step 1:** Multiply the subtotal in Section I, D of the Budget Form by .0526. Enter this amount in Section I, E. This is the grant share allowable for administrative costs.
- **Step 2:** Then multiply the subtotal of Section III, D of the Budget Form by 10% (.1) and enter this amount as the match share in Section II, E of the Budget Form.
- **Step 3:** Section III, E of the Budget Form will automatically calculate the sum of the grant and match shares as your total administrative cost funds.

Fund Restrictions:

Funds may not be used for stipends to participants who receive academic credit for their service as part of a course. Also, funds may not be used for purchasing capital equipment in excess of 10% of the CSU funds request. Items generally not allowable include food (beyond that which may be appropriate for a working meeting -i.e., at a conference or in-service training). Treats for children, birthday parties, coffee funds, 'thank you' dinners, etc are not allowable.

TIMELINE

Campus Submission Deadline: The Request for Proposals must be submitted to the Chancellor's Office by Friday, **March 19, 2004**. The Chancellor's Office anticipates that the submission process will be on-line and will make an announcement in late January 2004 about the submission process. The on-line format and forms will be the same as in the RFP.

Notification of Award: Each campus that submits a completed proposal will receive notice about the status of its proposal by Friday, **April 23, 2004**.

REVIEW PROCESS

National service-learning experts will review your proposal. After the award notification process is complete, you will receive constructive feedback about the strengths and limitations of your proposal. Reviewers will specifically be looking for evidence of the following characteristics in your campus's *Assessment Plan and Action Plan* document: 1) innovation; 2) advancement of current efforts; 3) sustainability; and 4) high quality practices.

QUESTIONS

If you have questions regarding this grant program, please contact Ms. Season Eckardt, Interim Administrative Director of Community Service Learning in the CSU Chancellor's Office at 562-951-4787, or seckardt@calstate.edu.

The Office of Community Service Learning intends to post responses to frequently asked questions on its website on a bi-weekly basis. When the first set of questions is posted, you will receive an email notification of the web address.

RESOURCES

The following resources may be helpful to you:

1. The Minnesota Campus Civic Engagement Study
Available online at: <http://www.kairospublishing.org/mcc/media/MCC%20study.pdf>
2. Civic Engagement Across the Curriculum – A Resource Book for Service-Learning Faculty in all Disciplines, by Richard Battistoni. Ordering information available at www.compact.org.
3. Spring 2003 issue of "Peer Review," published by the Association of American Colleges and Universities (AAC&U) focuses on "Educating for Citizenship." Ordering information is available at www.aacu.org.
4. *Educating citizens: preparing America's undergraduate for lives of moral and civic responsibility* by Anne Colby, Thomas Ehrlich, Elizabeth Beaumont, and Jason Stephens. Ordering information at www.josseybass.com.