**Applications for Funding of Experiential Learning Courses/Projects**

**Proposal Submission Procedure:**

***The proposal should be written using this application form as a template, expanding each section under the headings and deleting instructions, as appropriate. The completed proposal and any attachments should be submitted via email as a single pdf or Word file by the proposal deadline. Interdisciplinary Proposals should be submitted to Megan McIlreavy, Director of Experiential Learning (mmcilrea@coastal.edu), and College-specific Proposals should be submitted to the appropriate EL College Coordinator and Dean.***

**Funding Period:** July 1, 2019 - June 30, 2020 (Fiscal Year: Summer II, Fall, Spring, May, and Summer I)

**Award Amounts**

 Interdisciplinary Proposals: Generally, the maximum award for an individual proposal is $10,000. A total budget of approximately $40,000 is available to fund proposals in this category.

 College-specific Proposals: Generally, the maximum award for an individual proposal is $5,000. Extensive collaborative proposals may receive a higher level of funding if warranted by the college, but $5000 will remain the maximum allowable for a single section of a course. A total budget of approximately $160,000 will be distributed among the 5 colleges to fund proposals in this category.

**Application Form**

**Experiential Learning Project Funding**

**Proposal Title:**

**Application Category: □ Interdisciplinary Proposal □ College-specific Proposal**

**Total Amount Requested: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant, Department, and Contact Information:**

**Co-Applicants, Department(s), and Contact Information:**

**List all approved EL courses associated with this proposal: (insert rows as needed)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Name**  | **Course Prefix and Number** | **Estimated Annual Enrollment** | **Currently listed as a Q course?** **(Yes or No)\*** | **Semesters offered?** **(F, S, Su)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*If course is not currently in the University Catalog as a Q course, please attach a copy of the submitted on-line form to the Academic Affairs Committee for either a new course or a change in an existing course, indicating a request to “Add course to the QEP.”

**Project Abstract:** In 500 words or less, please provide an overview of your proposed project. This description will be made public if funds are awarded.

**Project Description**: 2-3 pages (single spaced), excluding references, including a description of:

* 1. The proposed EL-activities for the course and their relationship to the course goals
	2. The interdisciplinary theme addressed (Interdisciplinary Proposals) and how collaborators are equally contributing to the project.
	3. The benefit, significance, and/or need for the proposed EL project, including how it will engage students in reflective learning. If appropriate, provide the history of the course and previous EL efforts.
	4. The specific details of the development, implementation, and assessment of the proposed EL activities.
	5. For existing courses, how the proposed project relates to curricular offerings, either expanding them or creating unique opportunities, as well as preparing students for future careers and graduate school.
	6. The proposed project’s intended impact on student learning and the university, the expected interactions between students and faculty, and/or students and the community.
	7. Anticipated outcomes that will demonstrate the success of this project.

**Sustainability Plan:**

Explain how the EL activities associated with the course/project continue beyond the initial funding year? For example, if costs are recurring, is there a commitment from the chair or dean to allocate future resources? Will you pursue external funding sources or a new fee structure? Will you rely on repeated applications for CCU EL funding?

**Does this proposal involve renovation, construction, or long-term repurposing of physical space?** □Yes □No

 (If Yes, please see “Letters of Support” below)

**Budget Table**: (insert rows as needed)

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Item | Amount Requested from EL Program | Amount from Other Sources | Total Project Budget (EL + Other) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total: |  |  |  |

**Budget Narrative**: (2 page maximum)

Explain all budget items in the Budget Table, including a detailed justification of how the cost of each item was calculated or estimated and allocated amongst multiple programs (if applicable). Personnel costs must include fringe. The total amount requested from the EL program (bottom center of the table) should agree with the value listed as Total Amount Requested on the first page of the proposal. Matching funds from other sources are not required and will not factor in the ranking of proposals, but if additional funding is anticipated, it should be reported to help reviewers assess the scope of the project and whether appropriate resources will be available to accomplish the proposed project.

**Attachments:**

Letters of Support:

Letters of support are only required for:

1. Proposals indicating funding from “other sources” in the budget table: Cost Center Directors for the “other sources” should provide a letter confirming support for the program and the commitment of resources.
2. Proposals indicating renovation, construction, or repurposing of physical space: The administrative director of the space should provide a letter indicating support from the Provost’s Office and relevant offices (e.g. Facilities, IT) for the plan.

Copy of Academic Affairs form indicating a request to “Add course to EL”

(Only required if the associated course for the proposal is not already designated as a Q or Q\* course in the University Catalog)