Partnership/Project Support Mini-Grants  
AY 2017-2018

Overview
Implementing community-engaged teaching and research projects often requires additional resources and support. CETR is happy to assist our faculty and students purchase materials, food supplies, secure transportation, etc.

Our operating budget is modest, and so we seek to pair our support with departmental and school support. Mini-grants can range from $50-$300.

This short application helps us to determine the best use of partnership/project support mini-grants. Applications are accepted on a rolling basis. Please note: we receive requests more frequently just before the fall and spring semester and so we encourage you to apply just before or early within each semester.

Criteria

1. ___ Clearly states the purpose of the grant.
2. ___ Clearly states the budget request including items to purchase and other funding support secured and/or requested (include a budget table).
3. ___ What is the amount of financial support being offered by your department, school or other source?
4. ___ Nature of the project or event (Is this a one-time project or event? Is this request part of a larger, ongoing partnership?)
5. ___ Describe how your community partner(s) helped to determine the nature of the project or event. How long have they been involved?
6. ___ Is this connected to a community-engaged learning class or community-engaged research project? Explain. If it is not, explain why it is appropriate to seek funding from CETR?
7. ___ Contact information of the person responsible for the project/event.
8. ___ Sustainability: Has this project been funded before? If so, state amount and length of time project has been supported. Discuss your plan for making this project self-sustaining.
9. ___ Outcomes: What are the desired learning or research outcomes and/or the community-partner outcomes? Describe how these outcomes address an identified civic/social issue or priority.
10. ___ If funded, do you prefer the funds to be transferred to a departmental budget line or do you prefer to be reimbursed for expenses?

Decision and Notification
CETR staff review requests and turn them around as quickly as possible, typically within a week.

Contact
Anne Marie Witchger Hanses, CETR Interim Director
hansen@duq.edu
(412) 396-5893