



## Support fund for Community Engaged Learning

*Utrecht University wants to educate students that contribute to a better world and solving societal challenges. Are you a teacher at UU and do you find social engagement in education important? Then you can apply for a grant of the support fund for Community Engaged Learning.*

### What is Community Engaged Learning?

Community Engaged Learning (CEL) at the Universiteit Utrecht enriches and strengthens classical university-based teaching, through a direct dialogue with society. In CEL, a community of shared concerns, consisting of students, teachers and social partners, raises hard questions about societal issues, large and small, and seeks creative solutions through sustained contact and reciprocal commitment to each other. This form of shared exploration and mutual learning is a means to a larger end: connecting university and society in a long-term relationship.

### Stimulating Community Engaged Learning

The programme Community Engaged Learning stimulates, on the request of the Executive Board, education that is based on Community Engaged Learning. The programme committee shares good practices, offers grants to develop Community Engaged Learning and develops policy about Community Engaged Learning at Utrecht University. In that way, UU develops education that is beneficial for students, scientists, Utrecht University and society.

### Community Engaged Learning fund

All teachers at UU can apply for a grant of at most €4.000 euro for an educational project that is aimed at (further) developing Community Engaged Learning at Utrecht University. Students can also submit an application in cooperation with one or more teachers. This co-creation is important for embedding the project in the curriculum. The grant can be spent on educational development time for (a team of) teachers, but also on material costs or for hiring a student assistant. Every year, there are two deadlines for submitting an application: 1 May and 1 November. The start date of the project lies in the same or following academic year in which the grant is received. The project has a maximum duration of 18 months.

## What can you spend the grant on?

You may spend the grant in any way that contributes to the (further) development of Community Engaged Learning at Utrecht University. Examples of what teachers have previously spent their grant on:

- Covering the personnel costs of the applicant and/or colleagues;
- Hiring a student assistant;
- Hiring an expert, such as an expert on podcasts, a graphic designer or a translator;
- Material costs, such as hiring hardware or software, renting a meeting room, catering costs, developing a publication or website, reimbursing travel expenses or purchasing a thank-you gift for external partners.

We want to point out to applicants that the support fund does not provide structural support for projects. We recommend to discuss within your own faculty if and how the project (after completion) fits structurally within the curriculum.

## Submitting proposals

You can find the template that should be used for proposals in **the appendix**. By filling in the template, you describe to what extent the project meets the assessment criteria.

Please submit your proposal **before 1 May or 1 November 12:00AM**, via email to [cat@uu.nl](mailto:cat@uu.nl). **Please put your education director in the cc**. Applicants will be informed whether their proposal has been accepted at the latest one month after the deadline. The programme committee has a budget for financing 6 projects per application round. The quality of the proposals determines how many projects will be awarded funding.

## Criteria

Firstly, we will check whether the applications meet the minimum requirements:

- Is the applicant a teacher or a combination of a student and a teacher at the UU?
- Has the proposal been submitted before 1 November or 1 May 12:00AM to [cat@uu.nl](mailto:cat@uu.nl)?
- Is the requested budget of the project maximally €4.000?
- Does the project start this or the next academic year?
- Is the duration of the project a maximum of 18 months?
- Have the questions in the template been answered?

Secondly, the programme committee Community Engaged Learning will judge all proposals that meet the minimum criteria. The proposals that meet the criteria below the most will be selected for funding.

- The project aims at a form of social engagement in which prolonged contact is sought with one or more external partners and/or citizens.
- The project focuses on reciprocal learning and therefore offers added value for students, teachers and external partners.
- (in time) The project aims at developing, scaling up and/or making more sustainable Community Engaged Learning in curricular education.
- In respect to all proposals:
  - The programme committee prefers to grant funding to projects from a diversity of faculties/degree programmes.
  - The programme committee prefers to grant funding to projects that contribute to the (broader) implementation of Community Engaged Learning within the UU, for example because the project has the potential to stimulate CEL in other educational contexts.

### **Obligations when receiving a grant**

If you receive a grant of the support fund, you agree to the following obligations:

- Your faculty sends an invoice to SO&O for the complete amount of the grant within two weeks after being notified of receiving the grant.
- At the end of your project you will submit a short report (max. 600 words) in which you summarize the background, aims and results of the project. You agree that this report will be published in [the Teaching and Learning Collection](#).
- If relevant, you make the developed educational materials (learning objectives, test design, reflection assignments) publicly available via, for example, [Figshare](#).
- In publications about your project, you refer to the Community Engaged Learning programme and use the programme's logo.
- You agree to let the Community Engaged Learning programme share your project as an example of Community Engaged Learning at UU.

### **Support from the CEL programme**

The UU Community Engaged Learning programme aims to support CEL projects as best as possible by:

- Scheduling a start- and end meeting about the project.
- Sharing knowledge: exchanging relevant knowledge and experiences regarding CEL via [Intranet](#) and [the Teams environment](#) Community Engaged Learning, [the Special Interest Group CEL](#) and eventually also via teacher development courses provided by [Educational Consultancy & Professional Development](#).

### **Additional information**

Look on the [Intranet](#) for tips and tools about Community Engaged Learning. Here you can also find examples of CEL projects that were previously awarded a grant from the support fund.

### **Do you have any questions?**

If you have any questions about this call, please contact [cat@uu.nl](mailto:cat@uu.nl).

## Appendix: Template for submission of proposals

**Application for Support Fund Community Engaged Learning**
*Essential information*

<b>Title</b>	<i>Title of the proposed project.</i>
<b>Applicant(s)</b>	<i>Names, positions and contact details of the applicant(s).</i>
<b>Faculty and programme</b>	<i>Describe the course(s)/faculty(s) where the project will be implemented.</i>
<b>Intended number of students.</b>	<i>Please estimate the number of students participating in this project.</i>
<b>Intended external partner(s)</b>	<i>List here which (type of) external partner(s)<sup>1</sup> you want to work with and whether UU has worked with these partners before.</i>
<b>Societal issue</b>	<i>Briefly describe the societal issue, e.g. energy transition, commemoration of victims of World War II or illiteracy among medical patients.</i>
<b>Total budget</b>	<i>Please indicate the amount of budget requested.</i>
<b>Duration</b>	<i>Indicate the (intended) start and end date of the project.</i>

*Substantive questions\**

<b>Project description</b>	<i>Summarize in a <u>maximum of 250 words</u> the core aspects of your project: <u>primary aims and project approach</u>.</i>
<b>Assessment criteria: reciprocal relations</b>	<i>Describe in a <u>maximum of 300 words</u> to what extent your project meets the following criteria:</i> <ul style="list-style-type: none"> <li>• <i>The project aims at a form of social engagement in which prolonged contact is sought with one or more external partners and/or citizens.</i></li> <li>• <i>The project focuses on reciprocal learning and therefore offers added value for students, teachers and external partners.</i></li> </ul>
<b>Assessment criteria: project sustainability</b>	<i>Describe in a <u>maximum of 200 words</u> to what extent your project is (in time) aimed at developing, scaling up and/or making more sustainable Community Engaged Learning in curricular education.</i> <i>Please also indicate whether your application relates to a new project or the further development of an existing project.</i>

*Practical questions*

<b>Project approach</b>	<i>Describe an outline of the project planning and task division. Who will do what and when?</i>
<b>Budget</b>	<i>Please indicate in a table how you intend to spend the requested budget.**</i>

<sup>1</sup> External partners can be very diverse: for example, government organisations, non-profit organisations, foundations/associations, schools, children/young people, patients, migrants, neighbourhood residents, etc. They may also be companies with a social objective.

\*Reflection questions that can help you formulate your answers in the template:

- What does the cooperation between students, teachers and external partners look like? Does this create mutual involvement?
- What are the educational activities? Can you call this experience-based education? How does it enrich students' theoretical knowledge with practical knowledge? And what does this teach them about (the complexity of) the societal issue?
- How do teachers learn from working with external partners and can they link this to their research?
- What needs do external partners have and have you discussed this with them? How do external partners get more insight into the societal issue through the cooperation with teachers and students?
- How will the project (in time) get a permanent place in the curriculum, for instance within a course or internship project? What course/internship is involved and for how many and which students is this open to?

\*\*Example of a budget:

Staff costs K. Zunderdorp	10 hours à €65	€650
Hiring student-assistant	30 hours à €33	€990
Catering costs final conference	Coffee, tea, biscuits	€250
Thank you external partner	4x giftcard à €25	€100
Total		€1.990