Outreach & Engagement Micro Grants

$1,500 maximum grant award; minimum amount $500
Must be spent by June 30, 2016 (end of fiscal year 2016)

The Provost’s Office of Outreach & Engagement is providing Micro Grants to support outreach and engagement travel, events, and conference attendance that impact community engagement. This grant is not intended to fund large community engagement projects. Please see our Community Impact Grant if you would like to request substantial project funds.

Funding Cycles

The Office of Outreach & Engagement will accept applications during two funding cycles in fiscal year 2016. Applications are due by 5 p.m. on the following days:

- Thursday, September 10, 2015
- Thursday, January 7, 2016

Applicants must e-mail grant applications to outreach-engagement@uiowa.edu. Include “Outreach & Engagement Micro Grant Application” in the email subject field.

What is the review process?

The Office of Outreach & Engagement has a Grant Review Committee that makes decisions on awarding funds and the level of funding. Partial funding may be awarded. If there is a conflict of interest, members will recuse themselves from the discussion and award decision.

Decisions on funding will be made within ten (10) business days of the grant application due date.

What is the selection criteria for awarding funds?

The Grant Review Committee will consider the following criteria when making its awards:

- Connection to community engagement and the creation of mutually beneficial partnerships that are consistent with the role and mission of teaching, research, and service at The University of Iowa
- Ability to show matching funds of at least 50% of the requested grant amount, which may come from on-campus units or off-campus sources of funding.

What kind of activities are funded?

- Travel and project costs for community-engaged learning courses, community-based research, and staff outreach.
- Travel and conference fees for community engagement conferences where scholarship on community engagement is presented. Only applicants who are presenting at a community engagement conference will be eligible for the grant.
• Events and activities, including guest speakers and workshops, clearly associated with community engagement work.

What is required of the applicant?

• Applicant must be a University of Iowa faculty or staff member.
• All recipients must have a 240 funding account so that funds can be transferred. **All funds must be spent by June 30th, 2016 (end of the fiscal year 2016).** Any funds not utilized will be returned to Provost Office’s Office of Outreach & Engagement. Expenses must be incurred during the fiscal year 2016 (July 1, 2015 – June 30, 2016).
• Grant applications must include the following information:
  o A description of the community engagement work, activity, or conference and why it is related to community engagement (approximately 500 words)
    ▪ If seeking travel funding, please include:
      • Where the project takes places (community)
      • Community partners involved (city government, non-profit organization, community group, etc.)
      • Description of the outreach and engagement work that will occur and how it will impact the community as well as university participants.
    ▪ If seeking funding for conferences, please include:
      • The name and description of the conference
      • An abstract of your presentation and scholarship
    ▪ If seeking funding for events, please describe how the event is connected to community engagement and identify campus and community partners who will be involved.
  o A budget that indicates sources of funding and how funds will be expended. The Micro Grant does not cover faculty and staff salaries.
  o A departmental letter of support (DEO or Dean/Associate Dean) is required.

If you receive a micro grant:

• All publicity and advertising must acknowledge the Office of Outreach & Engagement. Logos will be provided to grant recipients.
• Tag your activity onto the Outreach Iowa calendar, if applicable.
• Post to #OutreachIowa on social media.
• All applicants agree to have their presentation and scholarship highlighted on the Office of Outreach & Engagement website.
• A report detailing the impact of the conference, activities, events, or projects on community engagement must be e-mailed to the Office of Outreach & Engagement (**outreach-engagement@uiowa.edu**) within 30 days of project completion.

We anticipate awarding five (5) grants up to $1,500 per cycle. The grant minimum is $500. **Applicants may only apply for one Office of Outreach & Engagement grant per funding cycle per project.** If you are not awarded a grant during the cycle in which you applied, you may re-apply during future grant cycles.