

Faculty and Staff Community Engagement Grant Program

Grant Guidelines

1. Grant Summary
 2. Institutional Objectives
 3. Definitions
 4. Funding Priorities and Criteria
 5. Eligible Use of Award Funds
 6. Selection Process and Distribution of Funds
 7. Deadline
 8. Post Award Requirements
 9. Helpful Examples
-

1. Grant Summary

The Faculty and Staff Community Engagement Grant provides one-time funding of between \$250 and \$20,000 in support of initiatives that advance SLCC's values of community and collaboration. The grant is open to all full-time faculty and staff. Individual awards vary based on available funds and the scope of the project.

2. Institutional Objectives

- Advance SLCC's commitment to promote reciprocal community engagement through engaged learning and outreach
- Strengthen SLCC's relationships with the community at-large
- Provide a transformative learning experience for SLCC students and/or community learners
- Foster cross-college collaboration; encourage community-based grant seeking by staff and faculty; and support our collective values of inclusivity, innovation, learning, community, trust, and collaboration

3. Definitions

SLCC defines community engagement as reciprocal collaborations with local, regional, national, and global communities for the purpose of a mutually beneficial exchange of knowledge and resources.

For the purposes of this grant, SLCC defines community as individuals, groups, and organizations external to campus. Our community extends beyond the local, to include regional, state, national, and global partners and may come from a variety of sectors, including but not limited to not-for-profit organizations, businesses, civic agencies, and public schools.

College-community partnerships enrich scholarship, research, and creative activity; enhance curriculum, teaching, and learning; prepare educated, engaged citizens; strengthen democratic values and civic responsibility; address critical societal issues; and contribute to the public good.

Additional definitions can be found here: [OPERATIONAL DEFINITIONS FOR COMMUNITY ENGAGEMENT](#)

4. Funding Priorities and Criteria

The grant supports initiatives in the following areas:

- Community engaged classrooms
- Co-curricular student engagement that meets defined SLCC learning outcomes
- Community outreach and partnerships

Successful proposals will advance one or more of the following:

- Contribute to economic and community development
- Champion diversity and cultural enrichment in the community and the college
- Provide community service and involvement activities
- Engage community in postsecondary education

Successful proposals will meet the following criteria:

- The initiative must be led by SLCC full-time faculty or full-time staff. Adjunct faculty, part-time staff, and students may contribute to designing and leading the activity, but the proposal must be sponsored by a full-time faculty or staff member who serves as principal investigator (PI).
- Proposed activities must occur during work hours. All applications must be approved by the applicant's supervisor to ensure approval to carry out the initiative during work hours, alignment with institutional priorities, and compliance with state funding requirements. This grant does not fund activities done during community engagement leave time.
- The proposal is in support of new initiative, innovations that increase community engagement in existing initiatives or programs, or one time infusion of emergency funds for existing engagement initiative.
- The initiative engages students, community learners, and/or the community partner in project design and implementation.
- The proposal meets the College's definition of community engagement.
- The activities proposed are non-political, non-religious, and appropriate for public funding.

Preference will be given to proposals that:

- Involve cross-college collaboration
- Demonstrate the potential for sustainability

5. Eligible Use of Grant Funds

Grant recipients may use funding for direct costs, such as:

- Materials needed for a project, for example:
 - SLCC branded swag (i.e., backpacks, clothing, toys, sporting supplies)
 - Refreshments
 - Venue rental for an event
 - Flyers/marketing materials
 - Materials for art projects (i.e., beads, cords, glue, scissors, containers, baskets)
 - Ingredients for meals

Where possible, physical materials should feature college branding.

- Travel expenses for community members, students, and/or faculty and staff to specific locations
- Fees and related expenses for onsite visits
- Stipends
- Technology and software tools specific to the activity/initiative

Recipients may not use funding for:

- Salaries
- Scholarships
- Indirect costs
- Monetary donations or contributions to a non-College entity
- discriminatory practices, political, religious, or personal activities

This grant is funded through Utah state Educational and General (E&G) funds and must comply with Utah state law. As such, activities that involve identity-based programming, or initiatives not directly tied to SLCC's legislatively defined community engagement mission are not eligible for funding.

Funding must be used within the fiscal year it was awarded. Grant funds must be spent following the budget provided in the application. If you anticipate significant changes, please contact the Office of Community Relations. If award funds of over \$200.00 are not spent as indicated in the approved proposal, award recipients must transfer remaining funds back to the Office of Community Relations.

6. Selection Process and Distribution of Funds

The review process and distribution of funds to successful applicants is a three-step process. First, a committee appointed and chaired by the Community Relations Director will assess each submission in the following areas:

Merit of community engaged approach

- Meets the College-approved definition of Community Engagement
- Advances SLCC's community engagement value
- Responds to community-identified issue, opportunity, or need
- Provides activities and implementation plan
- Identifies measurable impact/outcomes
- Identifies an assessment plan

Potential impact

- Potential impact on SLCC
- Potential impact on the target community

Budget

- Clearly defined budget
- Demonstrates sustainability

Second, the committee may contact the PI if they have questions about the proposal.

Third, grants will be announced within two weeks of the receiving the application.

7. Deadline

Requests may be made at any time throughout the fiscal year.

8. Post Award Requirements

A final report by all award recipients is due to the Government and Community Relations Office within three months of the completed initiative, no later than September 30 of the following fiscal year. The final report should include a project description, assessment (including outcome results and reflection on the event), and a list of expenditures. Where possible, please submit an electronic picture of the initiative. If award funds of over \$200.00 are not spent as indicated in the approved proposal, award recipients must transfer remaining funds back to the Office of Community Relations.

9. Helpful Examples

Interdisciplinary education and outreach program to promote healthy lifestyles for the unsheltered community

Scenario: Students collaborate with a community partner to create an interdisciplinary education and outreach program to promote healthy lifestyles for the unsheltered community. These services include health screenings, medication management and reconciliation, and education about healthy living with a different focus each month. (The class may be a designated service-learning class, but designation is not required to receive the grant.)

Outcome: Allowed.

This is a clear example of community engagement. Participation is not limited to a protected class of people and the activity is non-political and directly connected to SLCC's role as a higher education institution and community partner.

Oral History Project

Scenario: Students will record multigeneration oral histories with Tongan families that first arrived in Utah before 1920. These oral histories will be conducted by students in conjunction with local Pacifica Islander community groups in fulfillment of the course requirements. The interviews will then be posted on the web along with supporting documentation from 20 families. Materials gathered will also be placed in local archives.

Outcome: Allowed

This is a clear example of community engagement. Results are available to the public, student participation isn't limited, and the activity is directly connected to SLCC's role as a higher education institution and community partner.

Women-Only Conference

Scenario: An SLCC department wants to use Community Engagement Grant funds to sponsor a professional conference for women. Conference organizer limit attendance and benefits to women.

Outcome: Not allowed.

Because organizers restrict access to one gender, this creates equity concerns and can be seen as a discriminatory based on a personal characteristic. The grant funds must support activities that are open to the community at large.

Partnering with a Nonprofit that Focuses on Underserved Youth

Scenario: An SLCC office partners with a nonprofit that supports first-generation college students. The project is to host a free college-application workshop for high schoolers.

Outcome: Allowed.

Even though the nonprofit's mission emphasizes equity, the funded activity itself (a college workshop) is not DEI-branded, it's outreach and education, which aligns with the grant's purpose.

Religious Service Sponsorship

Scenario: An employee proposes using funds to support a local church's youth program by paying for supplies for their weekly Bible study.

Outcome: Not allowed.

Funds cannot be used to support religious activities or worship.

Food for an Event

Scenario: An employee requests funds to buy pizza for a student club meeting.

Outcome: Not allowed.

The funds cannot be used for internal/student-only activities. They must support community-facing events.

Variation: If the food purchase is for a public-facing event, like an SLCC-sponsored community workshop where refreshments help welcome community participants, then it may be allowed, subject to purchasing rules.

Funding for Club Advisor of an ICC Recognized and Departmentally Affiliated Club

Scenario: A faculty advisor for an SLCC-affiliated environmental science club applies for funds to host a community clean-up event at a local park, followed by an educational session on sustainability practices.

Outcome: Allowed.

This request is likely eligible because the club is officially ICC Recognized and Departmentally Affiliated. The club operates under institutional oversight, the event is open to the public and engages the broader community, the faculty advisor is a full-time employee applying in their professional capacity and receives remuneration for their work with the club, and the activity aligns with SLCC's community engagement mission and complies with Utah state law.