Support fund for Community Engaged Learning – call fall 2021

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.

Community Engaged Learning (CEL) at the Universiteit Utrecht enriches and strengthens classical university-based teaching, through 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.

You 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. You carry out your project between 1 January 2022 and 31 August 2023. The grant can be used, for example, to create time for yourself or your team to develop education, but also for material costs in this type of education or for hiring a student-assistent.

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.

This is the fourth time that we offer this grant. You can read here which projects received funding in the previous round.
Corona
The impact of corona on education and research at Utrecht University is large. Experiential education cannot be taught as it was before corona and many employees experience high work pressure. The programme committee takes this into account as much as possible in this call:

- Your regular teaching and research duties take precedence. We strongly urge you to submit a proposal only if you have the time and motivation to write your proposal now. If you have an idea but no time: there will be another two calls for the support fund in 2022.
- We make it as easy as possible to submit a proposal. A short text of maximum 2 A4 is sufficient. At the bottom of this call you will find a template that you may (but are not required to) use for your proposal.
- We are flexible if awarded projects proceed later or differently due to corona. It is therefore not a judging criterion whether your project is feasible in corona times, i.e. we do not give priority to projects that can go ahead despite corona measures. However, we do find it important that you have thought about the impact of corona on your project and that you describe your view on this in the proposal. We will therefore only check whether your proposal describes the effect of corona on the project.

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.

Submitting proposals
The proposal has a maximum length of 2 A4. Ensure that your proposal answers the following questions:

- How does your proposal meet the judging criteria?
- Who will execute the project?
- When will you execute the project?
- How will you spend the grant?
- What is the possible effect of corona on the proposal? Is there a plan B?

Please submit proposals before 1 November 2021 12:00AM, via email to cat@uu.nl. We will inform applicants on 1 December 2021 at the latest whether they will receive a grant. We expect to grant funding to at least 4 projects.

Criteria
Firstly, we will check whether the projects meet the minimum requirements:

- Is the applicant a teacher at UU (excl. UCR)?
- Is the proposal submitted before 1 November 2021 12:00AM at cat@uu.nl?
- Is the budget of the project maximally €4,000?
- Will the project run between 1 January 2022 and 31 August 2023?
- Is the proposal max. 2 A4?
- Does the proposal answer the following questions:
  - How does the proposal meet the judging criteria?
  - Who will execute the project?
  - When will the project be executed?
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 for some form of *engagement* in education by one or more societal partners and/or by citizens; 
- The project offers students the opportunity to enrich theoretical knowledge with knowledge from practice; 
- The project offers students the opportunity to gain a deeper understanding of the complexities of (solving) societal issues; 
- (in time) The project is aimed at embedding Community Engaged Learning in the curricula of degree programmes. 
- 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 stimulating Community Engaged Learning at UU. 

**Obligations if you receive 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 by 15 December 2021 at the latest. 
- At the end of the project, you will submit a final report (1-2A4) in which you describe what you have achieved in the project and how the grant helped you. You moreover agree to publish the results in the Educational Database. 
- If relevant: you publish any learning materials (learning objectives, test design, reflection assignments) publicly, for example in Figshare. 
- In publications about your project, you refer to the programme Community Engaged Learning and you use the logo of the programme. 
- You agree that the programme Community Engaged Learning names your project as an example of Community Engaged Learning at UU.

**Do you have any questions?**
If you have questions about this call, you can contact cat@uu.nl. You can find more information on Community Engaged Learning on https://intranet.uu.nl/en/cel.
Appendix: template for proposals

Title of application
Name applicant(s): 
Faculty/Faculties: 

Societal challenge: describe here the societal challenge (or challenges) you will be working on. Be as specific as possible (e.g. loneliness among elderly people in the Lunetten district rather than loneliness).

External partners: describe with which external partners you want to work. 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. It may be that you do not yet have a relationship with external partners. In that case, please describe which (type of) partners you have in mind. The more concrete, the better.

Embedding in education: what will you do with students and external partners in your course(s)? Describe here, among other things: 
• students of which degree programme and which year of study are involved. 
• how many students will participate in the project. 
• which (educational) activities you have in mind. Make sure that you also describe in what way the course is experiential education. 
• how the project will (eventually) be given a permanent place in the curriculum.

Engagement: how will students, teaching staff and the external partner(s) work together and how will engagement arise?

Added value: describe the added value of the project for you/your colleagues, the students and the external partner. Remember that for all these groups, reflection is a good driver of the learning process.
• You/your colleagues: do you also gain more insight into the societal challenge and can you, for instance, link this to your own research? 
• Students: what do they learn from the project? Make sure you make explicit how students gain more insight into the societal challenge, what the social aspect is of what students learn, and how students enrich their theoretical knowledge with knowledge from practice.
• External partner: what do they learn from the cooperation with teachers and students, how do they gain more insight into their own societal challenge and how is the relationship reciprocal? Try to reason from what the partner needs as much as possible (instead of what the university has to offer).

Project approach: describe here: 
• who is going to do what and when? What is the start and end date of the project? 
• what is the impact of corona on your proposal? Can you carry out the project in spite of corona? If so, are any adjustments necessary, and which ones? If not, is there a possibility to postpone your project?

Required budget: indicate here in a table what budget you need and what you are going to spend it on. For example:

<table>
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<tr>
<th></th>
<th>Hours</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff costs K. Zunderdorp</td>
<td>10</td>
<td>€65</td>
<td>€650</td>
</tr>
<tr>
<td>Hiring student-assistant</td>
<td>30</td>
<td>€33</td>
<td>€990</td>
</tr>
<tr>
<td>Catering costs final conference</td>
<td>Coffee, tea, biscuits</td>
<td>€250</td>
<td></td>
</tr>
<tr>
<td>Thank you external partner</td>
<td>4x giftcard</td>
<td>€25</td>
<td>€100</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>€1,990</td>
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</tbody>
</table>