2010-2011 Regional Service Learning Workshop Mini-Grant Application

Deadline: Friday, August 6, 2010

The American Association of Community Colleges is pleased to announce the availability of $2,000 mini-grants for community colleges interested in organizing and hosting a regional service learning workshop. Please read the instructions below and complete the 10 sections in the following mini-grant application. AACC will select up to four workshop sites based on geographical diversity, ease of transportation to the site, topics featured, need for training, and ability to present a well-run workshop. Matching funds of $2,000 (cash or in-kind) are required.

AACC is particularly interested in organizing workshops in states that have not received Horizons funding before (AK, DE, ID, ND, NE, NH, NV, WV) or that do not generally have statewide or regional service learning training opportunities available.

If your college is selected to host one of the 2010-2011 regional workshops, AACC will assist you in marketing the workshop to other community colleges in your state and/or region; provide guidelines and suggestions for organizing the workshop; recommend materials for distribution to workshop participants; and publicize the workshop in the Community College Times, on national service learning listservs, and on AACC’s Web site.

Each $2,000 mini-grant recipient must agree to (1) organize and host a workshop for the recipient college and at least four other community colleges between October 1, 2010, and May 31, 2011; (2) focus on aspects of service learning that are specific to the community college experience; (3) feature plans or activities related to the Martin Luther King, Jr., Day of Service (January 17, 2011); (4) submit a written report on the workshop, evaluating its success and including topics covered, an agenda, a participant list, and participant evaluations; and (5) submit an expense report and receipts for the workshop, detailing how mini-grant and matching funds were spent.

If your application is approved, AACC will reimburse your college up to $2,000 upon receipt and approval of the written reports and expense reports, which will be due no later than 30 days following the workshop.

Applications, which should be no longer than four (4) pages, must be submitted via e-mail to Gail Robinson, AACC’s director of service learning, at grobinson@aacc.nche.edu. All applications must be received by 5:00 pm ET, Friday, August 6, 2010. If you have any questions, please contact Gail Robinson by e-mail at the address above or by phone at 202/728-0200, ext. 254. All applicants will be notified via e-mail regarding their selection by Friday, September 3, 2010.

These regional workshops are made possible through AACC’s national project, Community Colleges Broadening Horizons through Service Learning, funded by the Learn and Serve America program of the Corporation for National and Community Service (CFDA #94.005).
2010-2011 AACC Regional Service Learning Workshop Mini-Grant Application

1. **Applicant information:** Name, title, institution, address, city, state, zip, phone, fax, e-mail

2. **Workshop date:** Proposed month is sufficient

3. **Workshop length:** Half-day, full day, or two days

4. **Workshop focus, topics, and structure:** May include introduction to service learning, reflection, curricular integration, community partnerships, student leadership, civic engagement, evaluation, institutionalization, or a combination of these or other service learning topics. You may use panels, break-out sessions, Q&A, and/or keynote speakers. Include a draft agenda with your application. Be specific in your workshop focus and topics based on the intended audience, e.g., if your entire focus is curricular integration, then you should plan your workshop for faculty and/or academic administrators. Similarly, if your intended audience consists of service learning newcomers or novices, then your focus should be on “nuts and bolts” issues. You may want to consider break-out sessions to appeal to different audiences. You must include some focus on the Martin Luther King, Jr., Day of Service, either by using the workshop as a planning event for multiple college or statewide service activities for the day of service, or by holding the workshop in conjunction with MLK Day activities on January 17, 2011. See www.mlkday.gov for ideas and resources.

5. **Intended audience:** May include faculty, department chairs, deans, service learning coordinators, administrators, student services staff, students, and/or community representatives; novice, intermediate, and/or advanced levels. Indicate how many participants you expect to attend.

6. **Proposed list of community colleges to be invited:** Your college and at least four others

7. **Applicant’s experience with service learning:** Length of time and number of disciplines in which service learning has been offered at your institution, and how long you have taught with or coordinated service learning at your college

8. **Applicant’s experience organizing or hosting professional development events:** Previous workshops or presentations given

9. **Collaborating organizations:** Not required, but may include other organizations collaborating in workshop development and presentation, e.g., state education agency, state service commissions, local school district, nearby college or university, state Campus Compact

10. **Workshop budget and narrative:** AACC will provide $2,000, which must be matched by $2,000 from your institution. Matching funds may be cash or in-kind, e.g., overhead for providing the workshop site, faculty/staff planning time, participant registration fees, food, materials, printing, postage, etc. You may propose using the mini-grant funds in any way that will help you organize and host a successful workshop, e.g., for materials, publicity, printing, travel scholarships for participants or speakers, food, etc. AACC can recommend presenters or speakers if you need suggestions. Presenter fees or honoraria may be no more than $617 per day, in accordance with federal guidelines; AACC’s standard honorarium is $500 per day. Please describe in detail how both mini-grant and matching funds will be used; be as specific as possible. All budgets and plans are subject to AACC approval.