The Midwest Consortium for Service-Learning in Higher Education is a coalition of colleges and universities established to promote, mobilize and support service-learning efforts in institutions of higher education and communities. Participating institutions, united in strengthening their academic programs, communities, states and the nation through service-learning, will be encouraged and supported in their efforts through grants, training and consultations. Member institutions on September 1, 2007 included the following:

Black Hills State University
Central Community College
Chadron State College
Clarkson College
College of Saint Mary
Creighton University
Dana College
Doane College
Hastings College
Iowa Western Community College
Metropolitan Community College
Midland Lutheran College
Morningside College
Mount Marty College
Oglala Lakota College
Nebraska Methodist College
Nebraska Wesleyan University
Peru State College
South Dakota State University
University of Nebraska-Kearney
University of Nebraska-Lincoln
University of Nebraska Medical Center
University of Nebraska-Omaha
University of South Dakota
Wayne State College

Funding of the Consortium is provided through a Federal grant from the Corporation for National and Community Service (CNCS), which was established in 1993 to engage Americans of all ages and backgrounds in community-based service. Learn and Serve America is an arm of the Corporation, which supports the integration of service into the academic life of over a million students in all fifty states.

Definitions of Service-Learning:

Academic Service-Learning is a pedagogy that integrates service in the community with academic study (theory/curriculum). Faculty, in partnership with representatives of non-profit, community organizations, design service-learning projects based on two main objectives:

- meeting identified community needs, which helps strengthen the community, and
- advancing the students’ understanding of course content.

Strong reflective components are built into the course to help students consider relationships between their service, the course curriculum, and its impact on their personal values and professional goals.

Co-curricular Service-Learning differs only with regard to a link to course content. It maintains the service to meet a community need and includes strong reflection and evaluation components. Generally these service activities are directed under the leadership of student organizations and groups.
Introduction: The Midwest Consortium plans to award institutional sub-grants totaling $315,000. Awards will range from $5,000 to $20,000. Institutions mentoring other higher education institutions will be awarded additional funding based on the merit of their mentoring plan as described in the proposal up to the maximum award total of $20,000. No more than $15,000 can be awarded to an institution without a mentoring relationship. An institution receiving funding is required to match each dollar granted with a dollar of in-kind or cash contribution from their institution.

A minimum of fifty percent of the proposed budget must be for service-learning mini-grants as detailed in “award expectations” below and not more than fifty percent of the proposed budget can cover personnel and other infrastructure costs. Grants may be utilized to initiate and sustain service-learning infrastructure at member institutions by addressing the required focus of delivering service-learning programs to youth in disadvantaged circumstances to increase educational outcomes or programs that address disaster preparedness and mitigation. The goals of the Consortium grant are listed below.

The key goals of the Learn & Serve grant to the Consortium are: grow service-learning to increase the educational outcomes of youth in disadvantaged circumstances. The following issue areas should be incorporated into institutional proposals:

1. Intergenerational dialogues to determine community priorities with youth in disadvantaged circumstances;
2. Development of syllabi, curriculum and other materials to support service-learning in specific disciplines;
3. Developing relationships with PK-12 partnerships and related agencies (e.g. scouts, schools, 4-H, YM/WCA) that focus on developing a commitment to learning in youth in disadvantaged circumstances;
4. Collaboration with other CNCS streams of service such as VISTA (Volunteers in Service to America), AmeriCorps, RSVP (Retired Senior Volunteer Program), NCCC (National Civilian Conservation Corps), Citizen Corps, and National Days of Service. http://www.nationalservice.gov/about/programs/index.asp
5. Participation in Martin Luther King Day service events.

Proposals must address the unique needs of your institution but must meet the award expectations.

An optional issue area is: disaster preparedness and mitigation which includes college students and youth from any field of study who are engaged in service-learning to reconstruct property and social systems following man made or natural disasters.

Award Expectations: Successful proposals must have integrated the following criteria:

1. Create new service-learning courses that enhance educational outcomes for disadvantaged youth.

2. Description of the process your institution utilizes to link students with service-learning opportunities and a history of service-learning at your institution. Describe as much as possible how the infrastructure for service-learning will be maintained, the program expanded and institutionalization will occur.

3. A minimum of 50% of the proposed budget must be for mini-grants and training. Please include a description of the implementation and evaluation of a mini-grant process and/or other incentives to get faculty and staff to initiate and expand service-learning opportunities to benefit students and community residents. These mini-grants can include direct support for academic or co-curricular service-learning; faculty, student and community agency development and training; and travel and associated expenses to present service-learning outcomes. Although institutions will not have identified all the specific mini-grants to be funded when the grant proposal is submitted this description is still critical. If your institution plans to award any mini-grants in excess of $1000 you must identify in your proposal a Consortium-member institution to review mini-grant applications.
4. Description of training and other activities for faculty, staff, agencies/organizations and students to inform them of and involve them in service-learning programs related to grant goals.

5. Description of the process to involve the academy (faculty, staff, and students) in dialogues with community residents, representing three or more generations, to determine community needs and establish community priorities. Describe how the academy will involve the community to assure that the service-learning project addresses those needs and priorities and the students’ learning outcomes.

6. Description of service-learning programs from any subject matter area that will include:
   a. PK-12 partnerships targeted to disadvantaged youth, AND/OR
   b. disaster preparedness and mitigation.

7. Description of the evaluation and reporting process faculty and staff will utilize to determine indicators of intended outcomes. Include the process for reporting outcomes and collecting syllabi, curriculum and other materials for the Consortium toolbox to be shared with member institutions.

8. Budget narrative which provides the amount and intended use of grant funds.

9. Description of service projects related to Martin Luther King, Jr. Day.

**Eligible Applicants:**

Midwest Consortium member institutions are eligible to apply for institutional sub-grants. To be recognized as a member the institution must submit a current Furco self-assessment and baseline data by October 1, 2007. For more information, see [http://TheMidwestConsortium.googlepages.com](http://TheMidwestConsortium.googlepages.com). Institutions that have received grants from the Consortium previously must be current on reports. Requests for exceptions may be sent to the Consortium’s director for consideration by the steering committee. Proposals must be reviewed and signed by the institution’s representative to the Consortium prior to submission.

**Grant Performance Period and Report Preparation:**

Project implementation should commence upon award notification (January 1, 2008) and be completed by December 31, 2008. A final report must be submitted by January 15, 2009 and must include a narrative summary of the institutional activities. The final budget report with an explanation of how the grant funds were expended is due February 15, 2009. Grantees will be required to submit progress reports in June 2008 to provide updates needed to allow the Midwest Consortium for Service-Learning in Higher Education to make the required reports to the Corporation for National and Community Service. Directions regarding the final report will be provided after award notification. Progress reports should summarize accomplishments made toward planned outcomes. Institutions receiving grants are also required to submit an annual report, titled LASSIE, directly to the Corporation for National and Community Service via an electronic reporting system known as E-Grants. Funded institutions are required to have Internet e-mail and reporting capability.

**Match Requirements:**

Applicants are required to contribute at least fifty percent (50%) of the total program cost, a dollar-for-dollar match. The applicant’s share may be provided through cash and/or in-kind contributions from public or private sources, including Federal sources other than Corporation funds. Indirect costs and Federal Work-Study funds may be applied toward the match.

The proposal should include an explanation of the source of matching funds and/or the provision of in-kind support equal to the amount of the grant. Indirect costs, as defined by the federally negotiated indirect cost rate
for your institution, are allowable to count toward match. If you have questions about matching funds or indirect costs, please contact the financial officer at your institution, the Consortium representative at your institution, or the Director of the Consortium.

Grant Award and Administration:

Grant proposals must be postmarked by November 1, 2007, and also submitted via email by 6 p.m. Central Time on November 1, 2007. Award notification will be sent by January 1, 2008. All proposals will be reviewed externally and recommendations for funding will be based on the criteria identified in these guidelines. Written notification will be made to each applicant.

Sub-grant funds will be administered by the Consortium member institutions. Member institutions will be held accountable for compliance with the grant requirements. Grant monies will be awarded to a recipient campus after the institution agrees to administer and maintain fiscal accountability. Monies will be distributed to a recipient campus as a reimbursement to invoices submitted provided project reports are current.

Allowable Expenses:

All sub-grant processes supported by the Midwest Consortium will follow CNCS, Learn and Serve guidelines and must meet award expectations noted above. Funding may be allocated for:

- Operational costs;
- Graduate assistant allowances (stipends, tuition fees, etc.);
- Faculty salary;
- Student stipends in particular cases (please call Consortium office for details);
- Consultant fees (please check with Consortium director for further details);
- Conference fees (registration);
- Travel monies (for mentoring, workshop delivery, conferences, Consortium meetings and events);
- Supplies (see budget guidelines);
- Award costs;
- Mini-grants;
- Costs to conduct intergenerational dialogues
- Costs for agency outreach;
- Costs for program evaluation.

Non-fundable Expenses/Activities - CNCS funds may not be used to:

- Provide for international travel;
- provide religious instruction, conduct worship services, or engage in any form of proselytizing;
- assist, promote, or deter union organizing;
- finance any activity designed to influence the outcome of an election or influence a particular piece of legislation or participate in, or endorse events or activities which are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.

Application Instructions

Title page: Complete the form “Institutional Sub-Grant Cover Sheet, 2008”.

Program narrative: The program narrative must address the components outlined in the Award Expectations. Provide a detailed timeline for the grant period (strategies, tasks, and time frames for activities). If you plan to
mentor another institution please name that institution and outline your mentoring plan. The narrative should not exceed ten (10) double-spaced pages, not less than 12 point font.

**Budget narrative:** (the budget narrative and budget worksheet does not count toward the 10 page limit)

When preparing the budget narrative, ensure the:

a. institution’s ability to provide financial management for the federal grant is explained
b. information is as detailed as necessary (so that reviewers have necessary information).
c. order of the budget narrative parallels that of the budget form;
d. budget narrative addresses all costs associated with the proposed program (Corporation funds and matching funds);
e. budget narrative provides a complete, detailed breakdown for every cost on the budget form including:

- a description of each item and its relationship to the program,
- the basis for calculating its cost,
- the total cost,
- the portion of the item’s cost to be covered by Corporation funds and the portion of the item’s cost to be covered by matching funds

**Budget form:**

The budget form must show each fundable activity described in the proposal. The budget form should show whether the grantee share is in-kind or in cash and whether the cash match comes from other federal or non-federal funds. The budget form must show the cost for the program covering the period from the date of the award until the proposed grant ends (not later than December 31, 2008) and correspond with the proposal and budget narratives.

**Certifications and assurances signature page:**

Read the Certifications & Assurances page thoroughly. Then sign the assurance signature page.

**References:**

List any references cited

**Submission:**

Following review by the Consortium representative, the proposal should be postmarked by November 1, 2007, and also submitted via email by November 1, 2007, not later than 6pm Central Daylight Time to:

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Midwest Consortium for Service-Learning in Higher Education
Attention: Gary Heusel
200 Nebraska Union
PO Box 880453
Lincoln, NE 68588-0453
gheusel@unlnotes.unl.edu
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Please type:
Name of Institution:  

Primary Contact (Service-Learning Coordinator):  

Address:  City:  State:  Zip:  
Phone:  Fax  Email  

Fiscal Contact:  Phone:  
This person must have authority to commit and receive funds on behalf of the legal applicant  
Address:  City:  State:  Zip:  
E-mail Address:  Employer ID Number:  

☐ Check here if institution has received or is receiving funds from the Corporation for National Service.  

Sub-grant funds requested  
$  

Project Title:  

Project Start and End Date:  Estimated number of participating students  

Consortium Representative Printed Name & Signature  

Primary Contact Printed Name & Signature  

Certification: The legal applicant certifies to the best of her/his knowledge that the data in this application are true and correct and the governing body of the applicant has duly authorized the filing of this application and that the applicant will comply with the assurances required of applicants if the proposal is approved.  

Printed/typed Name & Title  
Signature  
Date
### Institutional Sub-grant Budget Form – 2008

**Please type**

**Legal Applicant:**

**Program Title:**

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<th>FUNDING CATEGORY</th>
<th>CONSORTIUM FUNDS</th>
<th>MATCHING FUNDS</th>
<th>TOTAL PROGRAM COST</th>
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**Total**

100%  
(No more than 50% of total program cost)  
(At least 50% of total program cost)  
(Total equals 100%)

100%  
(Consortium grant % + Match % = 100%)

* Salary is not to exceed 50% of the total budget.  
** Mini-grants should total 50% of the proposed budget.