The Service-Learning Program at Wayne State College (WSC) provides institutional sub-grants to help meet the needs of area community partners.

Service-Learning (S-L) integrated into academic courses or as part of recognized campus organizational activities are eligible to apply for sub grant support. S-L sub grant awards help address community needs documented in the sub-grant proposal. Typically, a sub grant is no more than $500.

The Service-Learning institutional sub-grants provide support for mileage, guest speakers, supplies, recognitions, etc. Please note that there are restrictions for state funds. Please refer to the [2018 WSC Employee Handbook](#), located on the G drive at G:\wsddocuments_and_forms\HR and Payroll Documents\Employment, or on the website at [www.wsc.edu/hr](http://www.wsc.edu/hr). For additional information, please contact Lisa Nelson, WSC Director of Service-Learning, at 402-375-7182.

WSC’s Service-Learning Faculty Advisory Committee members review sub-grant proposals and based on a consensus make recommendations for funding. The S-L Advisory Committee members serve as evaluators on a rotating schedule. Grantees agree to provide a project summary with evaluation components, faculty, community partner and student surveys, student reflections, an activity log (time/effort report), and demographic information (tracking tool) upon completion of the project/event.

S-L sub-grant proposals have a rolling deadline throughout the academic year. The review process takes approximately one to two weeks. The number of sub-grants awarded in an academic year is determined by funding availability. Early submissions are encouraged.

Please send proposals electronically to Lisa Nelson at linelso1@wsc.edu.
S-L Sub-Grant Proposal Guidelines

All proposals should include:

1. **Title page** to include:
   Applicant/faculty and/or organization name(s) and advisor (if co-curricular)
   *please include names and contact information for all individuals involved.*
   - Course title, department, call number
   - S-L project/event title
   - Date

2. **Project Summary** to include:
   S-L project/event specifics highlighting
   - “Community need”
   - Include the community partners involvement
   - List the activities involved, the number of students who will be participating with an estimate of the number of hours of service, and an anticipated timeline
   - How the project will be assessed
   - Learning and serving objectives
   - Reflections: How will students report and “reflect” on BOTH the **learning** and the **serving** components of their experience?

*Set up a time when the students will receive a class S-L orientation.
A tentative date should be included in the syllabus and project summary along with the number of students enrolled in the course.
*Please email linelso1@wsc.edu to schedule the classroom orientation.*

3. **Budget Narrative:**
Include an itemized total with specifics about how the funds will help meet the community need.

4. **Course syllabus:** *(not applicable for co-curricular projects)*
Syllabus and/or syllabus supplement should include:
   - S-L section with a project timeline (include the classroom S-L orientation)
   - student participation assessment/project grading
   - learning and serving objectives

*Please contact Lisa Nelson, Director of Service-Learning, with any questions at 402-375-7182 or linelso1wsc.edu.*

Revised 7/18