Service Learning Seed Grant Proposal

All proposals must contain the following:

Title page, including the following information:

- Title of Grant: Service Learning Seed Grant for Course Development, Suffolk University
- Faculty Name, Title and Department
- Letter of support from department chair (Adjuncts only)
- Campus Address, Email, and Phone Number
- Course Number/Title
- Amount of Funds Requested
- How many students do you anticipate enrolling in the course?
- Department Chair

Proposal Narrative:

In 1-2 single-spaced pages, your narrative should address the following:

- **Describe the service learning component of the course or curriculum:** how the service learning experience will be integrated with the academic content, whether the service learning experience is optional or required, and the projected number of hours students will spend working on their community project. Attach a syllabus including a description of the service learning component. Support is available from the Director of Service Learning regarding placement of student volunteers, or potential community organizations with which to partner.

- **Describe the reflective component that will be used to assist students in their ability to integrate theory and community-based practice.** For example: How will the reflective component of the course allow for the student to examine her/ his individual perceptions, and developing sense of civic responsibility? What form will the reflection take, such as journal, paper(s), oral debriefing, artistic format, other? Describe how reflection will be assessed.

- **What is the intended impact upon the student and upon the community, the agency, or the people being served? How will the impact be assessed?**

- **Budget Narrative:** The budget narrative must include how funds will be spent to support development of the service learning course or component.
# Service Learning Seed Grant Proposal

## BUDGET FORM

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Budget Item - Description</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials &amp; Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participant Support</td>
<td>(students/community org.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(i.e. service fees, transportation cost)</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
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<tr>
<td>Consulting Services/Speakers</td>
<td>(non-SU)</td>
<td></td>
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<tr>
<td>Development of Evaluation Tools</td>
<td></td>
<td></td>
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<tr>
<td>Other Costs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Amount Requested: _________________________________

Please send via campus mail, fax or email attachment to:
S.O.U.L.S. Community Service and Service Learning Center
Attention: Carolina Garcia
41 Temple Street, room 209
Boston, MA 02114
Fax: (617) 305-6364
Phone: (617) 305-6306
Email: souls@suffolk.edu