



## CEL Emergent Activities Fund GUIDELINES and APPLICATION 2021-2022

### Program Objectives and Details

Community-Engaged Learning (CEL) is a partnership between community, students and faculty to shape curriculum in a way that actively engages students with course concepts and has benefit to community members. It is experiential, community-engaged, reciprocal, and involves real-life application of course content. There are many forms of CEL including course-based community service learning, course-based community projects, field schools, and self-directed community-engaged studies. Visit the [CUE website](#) for more information on CEL at UVic.

Instructors across UVic partner with community to deliver enhanced learning experiences that contribute to community endeavours. The CEL Emergent Activities Fund facilitates reciprocal relationships with community partners and supports learning by contributing up to \$250 per CEL experience to basic costs such as community partner honoraria, transportation, and printing. This in turn supports the accessibility and availability of meaningful and impactful CEL experiences by removing some of the barriers of successful delivery.

### Eligibility Requirements

- UVic instructors, including sessionals, practicum coordinators and lab instructors.
- Not yet received support from this fund for this academic year.
- Not yet received support from this fund for this same element of this same CEL endeavour.

### Eligible expenses

- Honoraria: There are many ways to give back to community for their support for student learning, and honoraria is often desired and sometimes required by protocol.
- Transportation: To and from CEL experiences for students and/or community partners.
- Printing: For example, to print materials developed by students for the community partner.
- Hospitality: For hosting community partners.
- Other: For example, gloves for students to participate in an invasive species pull. Please note that material purchases like these will be contributed to the CEL Toolshed upon completion of the experience.
- Current and upcoming expenses (not retroactive expenses).

### Evaluation Process

Applications will be evaluated by the CEL Office. The amount of costs covered will depend on the number of eligible applicants, the nature of financial need, and the impact (both in depth and breadth) of the CEL experience.

Applicants will be notified of the outcome of their application two weeks after they submit. Funds will be disbursed according to the nature of the costs incurred, in some cases as a reimbursement.

### CEL Toolshed

To enhance the sustainability of CEL delivery and coordination, material purchases through this fund will generally be expected to become part of the CEL Toolshed (available on loan for other CEL endeavours - in the CEL Office, Cornett B132) after completion of the CEL experience.

### Application Process

There is no deadline to apply for support from this fund. However, the fund is limited and will therefore only be able to support a limited number of CEL experiences each academic year. The CEL Office may use judgment and discretion to reserve funds to support applications submitted near the end of the fiscal year. Nevertheless, it is best to submit your application to the fund as soon as you know you have unmet financial need for a CEL experience.

### Application Instructions

Applicants must complete all sections on the application form. Point form answers are acceptable. Applications will be accepted on a rolling basis, but early applications are encouraged as the annual fund is allocated on a first come first served basis.

Please submit your application by email to [celoffice@uvic.ca](mailto:celoffice@uvic.ca) with "CEL Emergent Activities Fund" and your name in the subject line (e.g., CEL Emergent Activities Fund\_Jane Smith). All applications should be attached as a PDF with the same naming convention (e.g. CEL Emergent Activities Fund\_Jane Smith).

### Contact Information

Direct all inquiries related to this fund to Rhianna Nagel, Community-Engaged Learning Coordinator, [celc1@uvic.ca](mailto:celc1@uvic.ca), 250-472-5667.

**Section 1: General Information**

Name	
Telephone number	
V#	V00
Email	
Department/ Faculty	
Course name and number	
Community partner name (organization and associated individual)	
Term (check all that apply)	Summer                      Sept-Dec                      Jan-April
Total cost of CEL Initiative	
Total amount requested (max total \$250)	
Have you already received this fund this academic year? Y/N	

**Section 2: CEL Initiative** (point form responses are acceptable)

Please briefly describe the CEL initiative – rationale, timing, activities, partners, anticipated outcomes and how this fund will enhance the CEL initiative. 150 words max. (bullet point is acceptable)

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**Section 3: Financial considerations**

3.1 Funds requested (enter amount requested beside each item; enter 0 if not applicable; max total \$250):

Honoraria:

Transportation:

Printing:

Hospitality :

Other: (please describe):

Total Requested:

3.2 Do you have any other funds available for this CEL initiative? If yes, source? Yes No

3.3 Please describe how you intend to cover these expenses in future iterations of this CEL initiative. 50 words max.

**Section 4: Comments and recommendations in relation to this fund (optional)**

Your feedback is much appreciated as we work through this pilot phase of this fund. Is there anything you would like to share, ask, *etc.*?