**EXPERIENTIAL-LEARNING INNOVATION GRANT REQUEST**

**Purpose:** Experiential-learning provides students with opportunities to apply knowledge and conceptual understanding to real-world situations or problems, to prepare for future careers or civic engagement. Experiential-learning Innovation Grants will be made available to FHSU faculty for the following purposes: (1) implementation of an experiential-learning component into an existing course that has not previously included an experiential activity; or (2) course enhancement for class projects that incorporate experiential-learning into an existing course with an experiential-learning component already in place.

**Eligibility:** Funds are available on a competitive basis to all FHSU faculty members in any academic unit that incorporate experiential learning. Experiential-learning will be recognized as skilled or unskilled internship, apprenticeship, or service-learning at a community site; or research or other creative activities that meet a community need; and confirmed to support the course curriculum, competencies, and goals.

**Funding:** Due to limited funding, preference will be given to faculty members who have not previously received FHSU experiential-learning funding or any other form of University funding, including but not limited to Undergraduate Research Experience (URE), study abroad, or service-ship grants. Allowable expenses for funds include, but are not limited to: instructional books, materials and supplies, communication, and travel affiliated with completing the project; hosting guest speakers on campus as part of the project; or attending academic conferences to present the project. The committee encourages faculty to purchase items that can be re-used for experiential-learning projects within their departments (i.e., history department purchased digital recorders for oral history projects; leadership department purchased curriculum books for facilitation project; music and theatre purchased power tools to build stage sets, etc.). Faculty stipends, student incentives, recognition banquets, and clothing are not considered eligible expenses. Please contact the chair of the University Experiential-Learning Committee to confirm the eligibility of an expense. All projects bring something unique to the University and will be considered on a case by case basis at the discretion of the University Experiential-Learning Committee. All funding provided through this request is a reimbursement grant.

**Maximum Award Amounts:**

Project Development Funds – $500.00/semester

Project Enhancement Funds – $250.00/semester

**Guidelines to apply for Experiential-Learning Innovation Grants:**

1. Projects that meet a community need will be given priority. The project does not have to be specific to Hays or the surrounding community. Implementation of experiential-learning in Virtual College courses is highly encouraged.
2. Projects must be time-limited and focused.
3. All projects must incorporate reflection to connect learning to course curriculum, competencies, and goals. Reflection should provide students opportunities to analyze and draw lessons from their experience throughout the semester. Please include with the application a brief response to each of the following questions, indicating how reflection will occur.
   * + How will students reflect upon their service experience?
     + How will students relate course content to their service experience?
     + How will students learn from one another?
4. Submit a budget with the application.
5. Attach a course syllabus to the application.
6. The University Experiential-Learning Committee will conduct experiential-learning course assessments each fall and spring. As a fund recipient, faculty must submit an assessment.
7. The Experiential-Learning Committee requests that projects be documented by digital photo and/or digital video and submitted to the chair of the University committee. The faculty member consents to photos/video being posted on the Experiential-Learning website and/or social media.

**Submit your proposal to the Provost’s Office, ATTENTION: University Experiential-Learning Committee Chair.**

**Experiential-Learning Innovation Grant Application**

Cover Page

DATE:

COURSE NUMBER/NAME:

DEPARTMENT:

PROJECT DEVELOPMENT: \_\_\_\_\_\_\_\_\_\_ PROJECT ENHANCEMENT: \_\_\_\_\_\_\_\_\_\_

APPLICANT/INSTRUCTOR’S NAME:

OFFICE LOCATION:

PHONE NUMBER: EMAIL:

NUMBER OF STUDENTS:

TOTAL AMOUNT REQUESTED:

AMOUNT REQUESTED FOR SEMESTER/YEAR:

\_\_\_\_\_\_\_ Fall 20 \_\_\_\_ \_\_\_\_\_\_\_\_ Spring 20 \_\_\_\_ \_\_\_\_\_\_\_\_ Summer 20\_\_\_\_

BUDGET: **Provide a detailed, itemized description of the budget items.**

Amount Requested: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you receiving funding from any other source for this project? \_\_\_\_\_\_\_YES \_\_\_\_\_\_\_NO

If yes, please identify the funding source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COURSE SYLLABUS: **Attach a course syllabus that reflects the integration of the experiential-learning project.**

APPLICATION DEADLINE:

Summer or Fall Funding: April 10 Spring Funding: November 10