

## John E. Dooley Student Engagement Grant - Request for Proposals

The team at VT Engage: The Center for Leadership and Service Learning is excited to request proposals for the 2022-23 John E. Dooley Student Engagement Grant (JEDSEG). This grant is made possible by the generosity of many donors, and funds highly motivated students or student teams planning to implement community-based civic engagement projects. This year, there is a total of \$1,500 available (one \$1,500 grant or two, \$750 grants depending on the quality and scope of the pool of the submitted proposals).

Applications must be submitted by **October 14, 2022 at 11:59 p.m** at [this application link](#). All applicants will be contacted by October 31, 2022.

### Minimum eligibility criteria

1. Any current Virginia Tech full or part-time undergraduate and graduate student(s). Applicants must be VT students for the duration of the grant.
2. For student teams, a designated leader must submit the application on behalf of the team. A student team can be an informal group or a Registered Student Organization.
3. JEDSEG grant winners from previous cycles are not eligible to apply.
4. Proposed projects should be completed by April 7, 2023
5. The application must request funding for a project that reinforces one or more of VT Engage's core values:
  - **Increasing equity in every aspect of our work:** we commit to incorporating anti-racist and decolonization principles into our daily work and into all our experiences. We seek to make our experiences as accessible and affordable as possible.
  - **Building mutually beneficial partnerships:** we cultivate mutually beneficial partnerships with community organizations and campus partners that advance community-identified priorities through ethical and sustainable action.
  - **Developing self-understanding & leadership identity:** we engage leaders in identity development as they explore their role in contributing to positive social change. We help leaders understand the complex social issues and systems that create societal inequities.
  - **Advancing community-engaged scholarship:** we support and create scholarship that contributes to the areas of leadership, service learning, and civic engagement. We develop and fund work in these areas and serve as a connection point between campus and community partners.

## Guidelines

1. If your project involves working with a community partner (e.g., a local nonprofit organization), you must submit a letter of support from the partner organization.
2. Defining your community is up to you or your group. Community can be local, regional, international, etc. Successful applicants will demonstrate a commitment to reciprocal relationships either through existing collaborative efforts or a plan that demonstrates the potential to build these relationships.

## Application Process

1. Complete Objectives and Outcomes Matrix. All budget items should be included in the matrix, regardless of funding source or relevance to objectives/outcome. Viewing the example matrix will help you to understand what we expect from your application materials, but remember that it is only a hypothetical example of a project.
2. Plans that are incomplete or unclear will not be considered. If you need help drafting your plan, please contact us.
3. **Submit your application by October 14, 2022 at 11:59 p.m. at [this application link](#)**

## Spending requirements

Grant recipients must pay for ALL expenses out of pocket, and then submit receipts for reimbursement by the university. Reimbursement will be made within 60 days of turning in receipts to VT Engage.

## Reporting requirements

JEDSEG grantees will be expected to deliver an implemented assessment plan when the project is completed or, at the latest, by April 7, 2023. Funded projects should also prepare:

1. A one-page narrative reflection describing the process of completing the project. The narrative should detail the impacts achieved through the project on the intended community and include a reflection on challenges and lessons learned.
2. Photographic archive of the implemented project. A minimum of ten photographs documenting the project and its community impact should be submitted to VT Engage. Awardees' photographs may be used on printed and/or web materials unless specifically prohibited.
3. Grantees should expect to be in regular communication (e.g. brief check-in discussions two times per month) with VT Engage about the project's progress throughout the entire grant cycle.
4. There will be two project evaluations: a mid-term evaluation conducted in December 2022, and a final evaluation when the project is completed in April 2023.



### Questions & Accommodations Requests

All questions can be directed to Meghan Kuhn, Director for VT Engage at [engage@vt.edu](mailto:engage@vt.edu) or 540-231-7042. If you are an individual with a disability and desire an accommodation, welcome! For requests related to the application, please contact Meghan during regular business hours.

If you anticipate needing accommodations during the program period, we are glad to discuss any needs before or after your application is submitted. Our goal is to remove whatever barriers possible for grantees to be able to fully participate in the program.