SRU Early College Work Based Learning
Micro-Grant Program Guidelines

Micro-Grant Program Guidelines

The Early College Work-Based Learning Program offers SRU faculty the opportunity to apply for Faculty Micro-Grants (FMG) of up to $3000.00 to fund early-college work-based learning opportunities, programming and engagement that affects their students. We anticipate that your activity/event will create a welcoming, supportive and inclusive environment for all students and add to the experience of those students who participate. These are opportunities where faculty can incorporate work-based learning outside of the classroom. Successful applicants will propose an idea that promotes programming that connects first-year and second-year students with the world of professional work (especially targeted toward Exploratory Studies students and Business Undeclared students), as well support for any work-based learning experience that would be associated with a specific course, within declared majors, which might include informational interviews, job shadows, shorter term work-based experiences and programmatic engagement with SRU alumni in the world of work. Faculty Micro-Grants could fund the following, but are not limited to:

> Trips to work sites*
>
> Events to engage groups in learning and discussion*

> *All trips funded by a Faculty Micro-Grant must adhere to the Student Travel Policy dated 7/29/2024. The grant Contact Person will be considered the Trip Leader unless the Assistant Director ECWBL is notified in advance of the event/trip with the name of the designated Trip Leader.

Faculty will be asked to complete a proposal to request funds which includes learning outcomes and student reflection. Each submitted proposal should incorporate a clear articulation of how the funds will enhance the proposal, have educational goals and learning outcomes and an assessment of the student's work-based learning outcomes based on the NACE Career Readiness Competencies. Career readiness is a foundation through which students can develop core competencies that broadly prepare them for success in the workplace and lifelong learning & career management. The eight career readiness competencies are: Career & Self Development, Communication, Critical Thinking, Equity & Inclusion, Leadership, Professionalism, Teamwork, Technology.

What will success look like for your project? Think about your learning outcomes. We would like you to be able to align your learning outcomes to the NACE Competencies for a Career-Ready Workforce. Your outcomes can be aligned with one or more of the eight competencies and a competency can be aligned with one or more of your outcomes.

Sure, you can measure attendance, but that says nothing about the quality of the work-based learning that occurred or how the students were impacted by your project. In compiling your final report, you'll need to combine anecdotal feedback with numeric data to get a fuller picture of how your project worked. We will provide a format for this report.

- If you have a clear idea about what you're measuring (a.k.a. your outcomes), then you'll know what questions to ask on surveys and which metrics to use during reporting.
- If you plan to incorporate continuous reflections throughout the rest of the semester, please let us know and the dates these results will be submitted.

Funding Amounts

The Early College Work-Based Learning program is funded through the PASSHE Foundation's Strada Educational Foundation grant up to $3000.00. The Center for Career and Academic Progress can increase the amount of project funding by $2000.00 (up to $5000.00) if the proposal can help us meet our target population and guarantee that group of the students participating in your project total more than 60% unrepresented minorities, first generation college students and/or Pell recipients (the Early College Work-Based Learning program can help determine this based on your participant roster)

Application Process

The Early College Work-Based Learning Program will accept proposals on a rolling basis throughout the year. To apply, submit the online ECWBL Faculty Micro-Grant Application. You'll need to include a budget and any supporting documents. Any questions on this process and the required budget documents can be sent to susan.bowser@sru.edu. All submissions will be acknowledged.

Link to the Faculty Micro-Grant Application form: **https://forms.office.com/r/NsWcB5qkTm**

The ECWBL Review Committee will review proposals within 2 weeks of submission. Submitted proposals will be evaluated on the following criteria:

- Will this activity/event change the student? and how do you show this
- Will this activity/event cause students to want to persist at SRU?
- Will this activity/event create a welcoming environment for all students? Diversity, Equity, Inclusion and Belonging

If approved, the contact person on the application will be notified. Funds must be used within the semester for which the proposal was submitted, but exceptions will be considered by the committee.

SRU ECWBL Faculty Micro-Grant funds will be used solely for approved expenses as detailed in the proposal budget. The approved grant recipient is responsible for paying all project vendors used – fund centers will be released upon grant approval.

Final Report

A final report is required within 10 days of the event including:

       Roster of those who participated – AO numbers

       Report of goals achieved

       Learning outcomes including how the students were impacted by this project

       Receipts are required for all grant expenditures

       Photos are encouraged where appropriate

The final report will be sent to the Assistant Director ECWBL – susan.bowser@sru.edu

Link to the Faculty Micro-Grant Application form:
https://forms.office.com/r/NsWcB5qkTm

Note-Catering exclusivity: Aramark has exclusive rights to provide catering services for all University events, except for modest purchases of less than $100. Request catering services online (sru.edu/dining), by email (sru.catering@sru.edu), or by phone (extension 2832). The purchase of food for University events is subject to the requirements of the Expenditures of Public Funds policy. -

INSTRUCTIONS

Using the numbered items below as a guide, provide answers to the following questions while remaining within the word limit guidelines

Link to the Faculty Micro-Grant Application form: **https://forms.office.com/r/NsWcB5qkTm**

CONTACT INFORMATION

1. Name of contact person - This is the individual responsible for communicating with the Early College Work-Based Learning Program & ensuring that the Faculty Micro-Grant requirements are met including any payments and reporting results/outcomes to the Assistant Director. Please complete the following questions accordingly.

2. Email Address

3. Title

4. Department/College

5. Campus address

6. Phone number where you can be reached

PROPOSAL CATAGORY

7. Which type of micro-grant are you applying for?

    1. FYRST Seminar class

    2. Club, Organization, Upper Level Class

8. Course Number – if the proposal includes a course

9. Course Prefix – if the proposal includes a course

10. Course Section – if the proposal includes a course

PROPOSAL

11. Name of the Proposal Project

12. Please include a brief description of what you plan to do to expose students to a work-based learning experience, the estimated number of students to participate, the duration of this event – one day or multi day and if there will be other faculty involved. [250 words or less]

PROPOSAL DURATION

13. Total anticipated number of students (+/- 10%)

14. Proposal Duration – One Day Event or Multi-Day Event

15. Proposed Start time of event

16. Proposed End time of event

17. Proposed Date – for a One Day Event

18. Proposed Start Date – for a Multi-Day Event

19. Proposed End Date – for a Multi-Day Event

20. Names of other faculty involved with this project

EDUCATIONAL GOALS

21. Please describe your educational goals for this project. What are you hoping to accomplish? [150 words or less]

22. Please list the learning outcomes for this project and how you will assess the outcomes. How will you know that your students learned something? [150 words or less]

23. How will you share these results with the Early College Work-Based Learning Program? [150 words or less]

PROPOSAL BUDGET

24. What level of funding are you requesting?
    Up to $3000.00 max for Part 1
    Up to an extra $2,000 possible for Part 2 ($5,000.00 max)
    See Question #24 below for more information

25. Are you requesting more? If your proposal exceeds the $3,000 max, there could be an additional $2,000 (up to a total of $5,000 max) if you can help us meet our target population of 60% unrepresented minorities, first generation college students and/or Pell recipients - How will you determine and guarantee that group of the students participating in your project total more than 60% unrepresented minorities, first generation college students and/or Pell recipients? (The Early College Work-Based Learning program can help determine this percentage based on your participant roster)

26. How will the funds be used? Please provide a brief budget summary. Funds can be used in a range of ways including registration fees, admission costs, travel expenses, materials related to professional development activities, etc. [250 words or less]

You'll need to include a budget and any supporting documents - these required budget documents can be sent to susan.bowser@sru.edu.

ACKNOWLEDGEMENTS

27. Have you reviewed the SRU ECWBL Micro-Grant Program Guidelines and are you willing to commit to them? [Yes/No]

SRU WBL Micro-Grant funds will be used solely for approved expenses as detailed in the budget, the grant recipient is responsible for paying the vendors used – fund centers will be released upon grant approval [Yes/No]

The grant recipient will provide the Assistant Director WBL a list of Student AO numbers for each student that participated within 10 days of the event conclusion as well as the final learning outcomes [Yes/No]

Feel free to add any additional information you feel is pertinent to your proposal application (This is optional and can be emailed to susan.bowser@sru.edu along with the required budget documents.)

https://forms.office.com/r/NsWcB5qkTm