



Service Learning Materials Grants

Submission Deadline: the last day of each month (September through April)

General Information

The goal of these grants is to help equip service-learning instructors with materials they need to successfully meet their service learning course objectives. These funds can support the purchase of materials that would not be expected to be supplied from an academic unit.

Materials and Equipment Grants

Available funds can be awarded to projects to support a wide variety of expenses including course curriculum materials, equipment, and electronic technology (see restrictions below). Any proposal can be awarded up to \$1,500.

Application Deadline

The last day of each month (September through April)

Applicant Eligibility

The applicant must be the lead instructor of the course that is being taught as service learning in the following semester. Additional co-applicants can be faculty, staff, or graduate teaching assistants of any title and rank. All applicants must be UA employees. Applicants' eligibility will be confirmed through department head/chairs and/or college deans. Regardless of the number of named applicants, awards are limited to \$1,500 per course.

Use of Funds

- Specialized equipment or equipment upgrades, plus related installation costs
- Electronic technology, if demonstrated it will improve the quality of the service learning
- Curriculum materials that prepare students to perform their service learning activities
- Other equipment and technology that will transform service learning students

Excluded Uses of Funds

Our source of funding **will not allow** the following types of purchases:

- Cell phone equipment and accessories (including service charges), regardless of usage
- Office furniture
- Clothing
- Items that are typically general office equipment, such as printer ink, binders and general teaching supplies unless demonstrated as transformative to service learning activities
- Routine equipment maintenance
- Food and drinks
- Participation incentives
- Salary, hourly pay or stipends for employees or students
- Equipment and technology that is not transformational to service learning students
- Select IT equipment is excluded. See [Purchasing Technology Products, Contracts, Policies, Guidelines](#) for a full list

For funded applications, purchases must be initiated in Workday by the lead faculty member's department. Equipment purchased will be the property of the lead faculty member's academic department, and any maintenance, upgrades, or troubleshooting will be the responsibility of the faculty members' departments.

All forms must be submitted electronically through InfoReady. Link can be found on our website at <https://servicelearning.uark.edu/> > **Faculty Resources** > **Faculty Grants and Awards** > **Faculty Materials & Equipment Grant**. Requests will be reviewed within two weeks of application deadline. Grants will be awarded until funds are depleted.

Questions about the eligibility of items requested can be directed to Lisa Bowers (lbowers@uark.edu). Questions about the form can be directed to svclrn01@uark.edu.

Service Learning Materials and Equipment Application

For materials and equipment purchases associated with existing or proposed service learning courses

This document is provided as a guide only.

Applications due on the last day of each month from September through April

Below is the list of information you will be expected to provide on the submission site.

PI Name: Title:

Department: Departmental Address:

PI Email: PI Work Phone

Please list names, titles and departments of any co-PIs.

Name: Title: Department:

Name: Title: Department:

Name: Title: Department:

Name: Title: Department:

1. Please provide the course Alpha, Number and Name (i.e., AGEC 2103 Principles of Agricultural Macroeconomics). Courses that are still being taught as special topics or special problems are ok. We will update the information if course alpha/number are reassigned.

Alpha Number Course Name

- a. Please describe the course learning objectives and how service learning is integrated to meet the course objectives and a community need. (250 words maximum)

2. Please explain the need for this funding and how it supports:
- a) course improvement,
 - b) course execution, or
 - c) the professional development of the service learning faculty member.
- (Maximum 500 words)

1. Download the Budget Form from our website to submit with your application (or download from the InfoReady site at time of application).

- a. Complete the budget spreadsheet with the information regarding your purchases and cost share funding (if relevant)

Item	Quantity Needed	Price Per unit	Total
Required Taxes*			
Shipping Costs			
Total with tax and shipping			
Amount to be covered from other sources			
Net request to Service Learning			

*** It is the applicant's responsibility to determine which purchases are taxable by the state and if shipping will be charged. Note the University of Arkansas WILL charge you tax, even if the vendor does not.**

- b. Provide a budget narrative here (maximum 1 page) explaining all item(s) and costs shown in the budget.

4. Provide the telephone number and email address of the department head or dean who can validate the request and officially verify the existing or planned course and service learning activity.
5. Please describe here the impact of these purchases on students including:
- Number of undergraduate students and graduate students directly impacted by the proposed service learning activity in the upcoming semester when the course will be offered
 - Statement on extended benefits to future students
- (Maximum 500 words)

Final Requirements of Successful Applicants:

- All purchases must be managed by the applicant's home department
- Submit an end-of-year impact report (1 page plus photos) by June 15 of the current academic year to InfoReady. Further instructions will be provided to awardees.
- The end of year impact report should be 1-2 pages, single spaced, 1-inch margins, Times New Roman 12-point for in Word format. The report should describe:
 - what you purchased
 - what class this was for (if relevant)
 - how it was used as part of the service learning experience
 - impact of use - what did this purchase help to achieve? How many students and how many community partners were impacted?

Please direct any questions to Lisa Bowers (lbowers@uark.edu) or svclrn01@uark.edu