

Grant Budget Guidelines

NetVUE Vocation across the Academy Grants

This document provides important information about the development of proposals and the preparation of budgets for NetVUE Vocation across the Academy Grants. A sample budget (along with notes on specific categories) can be found at the end of this document; it is also available as an Excel spreadsheet upon request. Please use Microsoft Excel or a similar spreadsheet program to format your budget. Please also provide a separate document with concise budget notes that explain the basis of the calculation for each item. Again, a sample set of budget notes is included at the end of this document.

In general, grant funds are intended to offset one-time costs of development and implementation of a robust program of vocational exploration across the academy, possibly including the development of partnerships with local businesses, nonprofits, or other community organizations. Grant funds may be used for a range of purposes, but not to substitute for faculty and staff costs that the institution is presently providing for its vocational exploration activities. Grant proposals may, however, include additional stipends or buyouts of faculty and staff time in pursuit of the aims of the project (and such compensation should especially be included for individuals expected to take on specific duties related to the execution of the project). In addition, please note the following important budget requirements:

- Capital expenditures (including the purchase of durable goods or equipment in any amount), the hiring of additional personnel (including graduate assistants), direct fundraising expenses, and indirect or overhead costs (such as utilities, office space, and the use of office equipment) must be borne by the institution and are not eligible for support by the grant.
- In the case of stipends for current employees, only the employer's share of FICA (currently 7.65%) may be included. Grant funds may not be used to support other personnel benefits, whether as a fixed sum or on a "fringe percentage" basis.
- Any speaker honoraria included in the grant proposal may not exceed \$2,000 per speaker per day. Guest speaker travel expenses should be a separate line item from speaker honoraria.
- Travel expenses for participation in NetVUE conferences and gatherings are the responsibility of the institution and cannot be covered by grant funds. Please do not include these expenses in the grant budget.
- The NetVUE Consultant and Campus Visit programs are funded separately and should not be included in the grant budget.

If any unallowable items are included in the grant proposal, they will be removed from the budget and the total amount requested will be reduced accordingly. Please note that any reduction in the grant's year-one budget will be followed by a corresponding reduction in the bonus award available for use in grant years two and three. Applicants will not have the opportunity to revise the project to substitute other expenses for excluded items.

The remainder of this document is devoted to frequently asked questions concerning grant proposal budgets. Applicants will increase their chance of success by carefully following this guidance.

What are the guidelines for gifts from third parties to qualify for the matching funds?

The matching requirement is meant to assist the institution to attract new donors, to deepen existing donors' investments in the institution's vocational exploration initiatives, and to increase the likelihood that the grant-funded activities will be sustained beyond the grant period. Donations must come from outside the institution, rather than from related entities that are governed by the institution (such as a center or institute, even if externally funded). As this requirement is meant to assist in attracting donors, grantees may not count toward the match any funds secured from another grant-making entity (even if given expressly for this program) to meet the matching requirement.

Grant recipients should begin work immediately to develop prospective donors, since donated funds are expected to be in-hand and properly documented before the start of the second year of the grant period. The institution's office of advancement or development is expected to be involved in this process. Note that pledges of funds are not sufficient to qualify for the donor match. Donations that were received before the grant was awarded may qualify, but only if they were given specifically to meet the grant's matching requirement for the project being proposed. Neither institutions nor donors may reallocate previously given donations, nor can the donor merely specify that a gift is for the institution's "highest need." All gifts must be accompanied by documentation received from donors that indicates they understand their gifts will support activities described in the approved grant proposal and that their gifts are to be applied toward the grant's matching requirement. More detailed instructions regarding deadlines, fundraising requirements, and required documentation will be sent to grant recipients along with the grant agreement form.

What are the requirements to qualify for the bonus award from CIC?

Matching funds in an amount equal to or greater than the initial award should be in hand by the end of the grant's first year in order to qualify for the bonus award. As noted above, pledges are not sufficient. Grantees are strongly encouraged to begin fundraising as early as possible so that gifts can be documented by the end of the grant's first year.

At the same time, CIC recognizes that the requirement to raise donor funds constitutes a greater challenge from some of our member institutions than for others. As indicated in the Invitation for Applications for this grant, three provisions are offered in response to this reality. (1) Institutions that raise a smaller amount of donor funding are eligible to receive a bonus award matching that amount at the end of the first year. (2) Institutions that do not raise the full amount of donor funds by the end of the first year may continue to raise funds during the second year; if additional funds are raised, those funds will be matched at the end of the second year (with the total bonus award for both years not to exceed the original grant amount). (3) Applying institutions are invited (though not required) to provide a data-driven argument to be considered for a partial matching requirement that will still enable them to receive the full amount of the bonus award. This final provision is intended for institutions that primarily serve underrepresented or high-need student populations. Institutions that want to make this case should do so as part of the original grant application, as indicated in the Invitation for Applications. Please note that in no case will the donor matching requirement be reduced to less than 50% of the first-year award.

What categories should appear in the budget?

Please provide budget line items that match the expenditures proposed. The budget should separate expenditures coming from the three funding sources—grant funds, donor matching funds, and institutional funds—and should provide a separate column for each funding source (see below for additional information). Specific categories of expenditures will depend on the project described in the proposal. *Note: If a single line item is expected to be covered by some combination of grant funds, donor funds, and institutional support, each of these should be budgeted separately and be treated as separate expenditures. Grant funds may not be used to pay for items budgeted to donor funds or institutional funds unless a budget reallocation is approved in advance.* Typical budget categories are listed below and in the budget sample at the end of this document. On a separate page at the end of the application document, please provide budget notes that explain the basis of the calculation for each item. For example:

- Released time for current employees to support the implementation and leadership of grant supported programs is expected to be included in the budget. This expense should typically be a buy-out of time to fund other institutional employees (adjunct instructors or staff members, as appropriate) to perform some fraction of the project leader's (or leaders') contracted duties in order to ensure that leaders have adequate time and space to bring grant-funded projects to success. The budget should include the number of project leaders and/or administrative assistants, the cost per person, and a subtotal. Compensation in the form of released time from teaching should be calculated based only on the amount that the institution will spend to replace those duties (i.e., *not* as a percentage of the salary of the person being granted released time). *Budgets should not allocate fractional time of any employee's work without a clear description of who will take up that percentage of duties and how that person will be compensated. Please note that the presidential letter of support should indicate the institution's commitment to follow through with this reallocation of duties.*
- In rare cases, a stipend may be the most fitting support for project leaders, given the specifics of the proposed project and the contours of their institutional context. If a stipend (rather than a buy-out) is requested as a means of supporting project leaders, reasons that justify that choice should be included in the proposal narrative and the budget notes.
- When stipends are to be paid to employees of the institution, the budget may include a separate line item for the employer's share of Social Security and Medicare tax (commonly known as FICA, currently 7.65%), which is paid by the institution on employee wages. Beyond this 7.65% allowance, any additional fringe benefits—whether paid as a lump sum or a percentage of salary—are the responsibility of the institution. *Note: If a line item for FICA is not included, the institution will be responsible for covering this expense. Grant funds may not be reallocated at a later date to cover these costs.*
- Budgets must include support for robust assessment efforts (led by someone outside the leadership roster and, if at all possible, outside the institution), yielding a written report that tracks and explains progress on specific expected outcomes. The grant proposal should include information about the leadership of this assessment requirement, an outline of the outcomes that will be tracked, and an initial explanation of the assessment tools which will be used. Please note that for this grant program, CIC is particularly interested in receiving outcomes about student learning and formation, as well as (secondarily) outcomes related

to the growth and learning among faculty members, staff, and (as relevant) members of the wider community.

- Budget items for lodging, meals, and transportation for retreats (and similar events) should include the number of participants projected, the number of lodging nights, the cost per night, and a subtotal. Similarly, budgets for meals should provide the projected number of participants, amount per meal per participant, and a subtotal. Any transportation expenses should indicate a cost estimate per person (or vehicle, if carpooling), number of persons or vehicles, and a subtotal.
- Speaker honoraria should indicate the number of speakers, amount per speaker, and a subtotal. See below for more information regarding NetVUE policy on honoraria.
- If refreshments and meals are to be provided, a budget line should appear for each event, providing the projected number of participants, amount per meal per participant, and a subtotal.
- Expenditures listed for books or supplies should indicate the number of copies of the texts, documents, or other items, and a subtotal.

What rows/columns should be included in the budget?

Each grant year should have a separate set of line items. Please create separate lines for distinct categories of expenses within each year, and columns as noted below. Ideally, budgets should be provided in an Excel spreadsheet with separate tabs for each year of the grant; see the budget sample for further details. **Please round all amounts to whole dollars;** i.e., do not include cents.

- *NetVUE Request:* In a distinct column, the budget should clearly display the projected expenses to be supported by grant funds. The second and third-year budgets should be presented with the presumption that the NetVUE bonus will be received after the end of the first grant year. Hence, the total of this column for the first year should match the amount requested in the grant proposal, up to \$65,000 (\$75,000 for proposals under the special initiative). The totals of the column for the second and third years should add to this same amount. Adjustments can be made later if the match is not made or only partially made, or if the fundraising deadline is extended to include a second year.
- *Donor Support:* In a distinct column, the budget should indicate spending plans for gifts that are anticipated in support of this project. As noted in the Invitation for Applications, *matching donor support is to be fully expended by the end of the project's third year.* These funds should be allocated to the appropriate budget categories and may be spent in conjunction with grant funds, institutional funds, or both. However, if a single line item is supported by any combination of grant funds, donor funds, and/or institutional support, these should be budgeted in separate columns. *Budget reports must track the spending from each funding source separately, even if they are included within a single line item.*
- *Institutional Support:* Institutional funds should be listed in a third column. Although institutional funds are not required during the first three years of the proposed project, such funds can help to demonstrate the institution's support for the work envisioned. In addition, a fourth year of project activity supported only by institutional funds must be included in the

proposed budget, in order to demonstrate how the institution will sustain the project beyond the grant period.

- *Total Budget:* A separate column provides the sum of each row of the budget for each of the four project years. In addition, please provide a row representing totals for each column for the entire four-year project period, either on a separate summary tab in an Excel spreadsheet or as the final row following the four separate years.

May grant funds or donor matching funds be used for student or staff participation in a third-party program or event?

Please do not propose a project in which a significant portion of the grant funding is allocated to a third party for a tool or program that has already been developed. NetVUE grants are intended to support institutions as they develop their own programming, specific to their own context. Expenditures for one-time costs related to third-party programs or events (such as per-student fees for assessment instruments or costs for certifying staff to administer a particular program or assessment instrument) will be considered only as a pilot project, or as a one-time expenditure to significantly expand an existing program that the institution will sustain at this expanded level. Hence, such expenditures may be included during *only one* of the project's three years, with the understanding that the institution will assume responsibility for any ongoing expenses if the pilot project (or expansion) is successful. In addition, such pilot projects should only account for a small portion of the overall grant budget. Participation in external programs or events that would be considered part of the institution's ongoing operations, as well as those without a direct and specific tie to vocational reflection and discernment among undergraduate students, are not eligible for grant or donor match funding.

What is the NetVUE policy for honoraria for speakers and facilitators?

NetVUE limits the use of grant funds for honoraria to \$2,000 per speaker or facilitator per day. If a higher daily honorarium is offered, any amount beyond \$2,000 per day must come from institutional funds. Grant funds may also be used to pay for travel and accommodation for guest speakers (which is not considered part of the honorarium). Travel and accommodation costs for speakers and/or facilitators should be requested as line item separate from honoraria.

What types of expenses are not allowed?

Grant funds and donor matching funds may be used for a range of purposes, but not for:

- Ongoing faculty and staff costs that the institution is presently providing;
- Capital or durable goods expenditures, including equipment purchases;
- Stipends or salaries for additional personnel or graduate students hired specifically to support the grant project;
- Fringe benefits beyond the 7.65% Social Security and Medicare tax allowance;
- Direct fundraising expenses; or

- Indirect or overhead costs.

Can grant funding be used to provide gift cards or vouchers as incentives or rewards for participation?

No. Gift cards and other “cash equivalent” instruments (such as gift certificates, vouchers, or “tabs” at certain businesses) are not acceptable uses of grant funds, largely because they are rather complex from a tax standpoint. These “cash equivalents” (whether for campus vendors or off-campus entities) are understood by the IRS as a form of compensation, and therefore may be subject to taxation—the responsibility for which can fall on both the giver and the receiver. Fortunately, there are acceptable alternatives for encouraging participation, for which grant funds may be used. Small stipends are often the most manageable approach; these are obviously taxable, but all parties should be aware of this, and recordkeeping is typically automatic. Other alternatives might include prioritization for some opportunity or service, badges and other microcredentials, and small, one-time gifts (such as specialty food items, books, magazine subscriptions, or tickets for events).

May the grant proposal include funding requests for NetVUE consultants or campus visits?

No. NetVUE provides a separate process for applying for funding for campus consultants or campus visits, as well as other NetVUE professional development opportunities; see the NetVUE website for details. For any questions about these programs beyond what is provided on the website, contact Rachael Baker, NetVUE director of professional development, at rbaker@cic.edu or (616) 526-7939.

May grant funds or donor matching funds be used to attend NetVUE conferences and gatherings?

No. Travel expenses for participation in NetVUE conferences and gatherings are the responsibility of the institution and cannot be covered by NetVUE grant or donor matching funds.

What if changes in the approved grant budget are needed?

NetVUE grant recipients are expected to expend funds as outlined in the approved budget. However, changes in expenditure (compared with the proposed budget) are sometimes necessary. If a variance of more than 20 percent in a line item is expected, the grant recipient should request a reallocation of funds as early as possible, and in no case later than three months prior to the end of the grant spending period. Reallocation requests should provide a rationale for the change, as well as a revised budget; the latter should be formatted to show the original budget and the requested revision, so that these may be easily compared. Please send requests to Carter Aikin at caikin@cic.edu. The request will be reviewed and, if approved, the revised budget will become the basis for subsequent spending reports.

Can the grant spending or reporting deadlines be extended?

Funds should be expended during the three-year grant period. In some instances, NetVUE has considered a 60-day extension of the spending and reporting deadlines. Requests for extensions must be made at least three months before the end of the grant period and submitted to Carter Aikin at caikin@cic.edu. See the above section on raising the donor match for information about possible extensions of the fundraising deadline.

What happens to unexpended funds at the end of the grant period?

At the end of the grant period, residual funds of more than \$500 must be returned to the Council of Independent Colleges and will be used to support future NetVUE grant programs.

What if I have additional questions?

Please contact Carter Aikin, NetVUE grants director, at caikin@cic.edu or (217) 854-5619.

Please see the following pages for a sample budget and budget notes. The proposal's budget and budget notes should be formatted in a fashion similar to these examples, using an Excel spreadsheet or equivalent for the budget and a Word document or equivalent for the notes. **Please do not use pre-existing institutional forms** that include categories not relevant to this grant proposal. While such forms may be required for the institution's internal accounting processes, they should not be submitted to CIC.

Detailed Expenditures - Years 1, 2

<u>Year One:</u>	<u>NetVUE</u>	<u>Donor Support</u>	<u>Institutional Support</u>	<u>TOTAL</u>
Summer workshop: sophomore vocational advising				
Faculty/staff stipends	\$ 15,000			\$ 15,000
FICA (7.65%)	\$ 1,148			\$ 1,148
Guest speaker honorarium	\$ 2,400		\$ 600	\$ 3,000
Guest speaker air travel and lodging	\$ 1,200			\$ 1,200
Refreshments	\$ 715			\$ 715
Fall curriculum re-design retreat: sophomore core course				
Workshop co-facilitators - 2@ \$1500 per day, two days	\$ 6,000			\$ 6,000
FICA for from-campus facilitator (7.65%)	\$ 230			\$ 230
Travel Expenses for visiting workshop facilitator	\$ 491		\$ 259	\$ 750
Participant stipends - 20 @ 250 per day, two days	\$ 10,000			\$ 10,000
FICA (7.65%)	\$ 765			\$ 765
Lodging	\$ 1,875			\$ 1,875
Transportation	\$ 1,072			\$ 1,072
Meals	\$ 2,500			\$ 2,500
Chapel speakers				
Honoraria - 4 @ \$1100	\$ 2,200		\$ 2,200	\$ 4,400
Chapel speaker travel and lodging	\$ 1,700		\$ 1,700	\$ 3,400
Campus group meals	\$ 1,200			\$ 1,200
Resources and supplies	\$ 790			\$ 790
Community Engaged Learning Panel Discussion				
Keynote Speaker	\$ 1,500			\$ 1,500
Community Panelists - 4 @ \$1,000	\$ 4,000			\$ 4,000
Table Discussion Coordinators 8 @ \$200	\$ 1,600			\$ 1,600
FICA (7.65%)	\$ 122			\$ 122
Refreshments	\$ 1,168			\$ 1,168
Lunch & Read Gatherings				
Called Beyond Ourselves - 36 copies @ \$40	\$ 1,440			\$ 1,440
Lunch for 12 (avg) for 6 gatherings @ \$19 per person	\$ 1,140			\$ 1,140
Stipend for discussion coordinator - 6 gatherings @ \$200	\$ 1,200			\$ 1,200
FICA (7.65%)	\$ 92			
Assessment Efforts				
Assessment Coordinator	\$ 2,500			\$ 2,500
Stipends - Faculty/Staff Focus Group 2 x 8 @ \$100	\$ 1,600			\$ 1,600
FICA (7.65%)	\$ 122			\$ 122
Swag and snacks for student focus groups			\$ 500	\$ 500
Project oversight				
Project Leader - one fall, one spring course release @\$3000	\$ 6,000			\$ 6,000
Assistant Coordinator	\$ 3,000			\$ 3,000
FICA (7.65%)	\$ 230			\$ 230
Year One Total	\$ 75,000	\$ -	\$ 5,259	\$ 80,259

Year Two:

Summer workshop: the junior to senior transition

Faculty/staff stipends	\$	15,000		\$	15,000			
FICA (7.65%)	\$	1,148		\$	1,148			
Guest speaker honorarium	\$	2,400		\$	2,400			
Guest speaker air travel and lodging	\$	1,200		\$	1,200			
Refreshments	\$	715		\$	715			
Fall retreat: off-campus vocational exploration curriculum								
Workshop co-facilitators - 2@ \$1500 per day, two days	\$	6,000		\$	6,000			
FICA for from-campus facilitator (7.65%)	\$	230		\$	230			
Travel expenses for visiting workshop facilitator	\$	750						
Participant stipends - 20 @ 250 per day, two days	\$	10,000		\$	10,000			
FICA (7.65%)	\$	765		\$	765			
Lodging	\$	1,875		\$	1,875			
Transportation	\$	1,000		\$	1,000			
Common Reading (TBD) 20 @ \$35	\$	700						
Meals	\$	2,500		\$	2,500			
Community engagement mentoring								
Community mentor stipends - 12 @ \$2000	\$	18,000	\$	6,000	\$	24,000		
Capstone meal for all students and mentors 24 @ \$35	\$	840			\$	840		
Keynote Speaker for Capstone meal	\$	1,000			\$	1,000		
Lunch & Read Gatherings								
Lunch for 12 (avg) for 6 gatherings @ \$19 per person			\$	1,140	\$	1,140		
Stipend for discussion coordinator - 6 gatherings @ \$200			\$	1,200	\$	1,200		
Assessment Efforts								
Assessment Coordinator	\$	1,000			\$	1,000		
Project oversight								
Project Leader - one fall, one spring course release @\$3000	\$	3,000	\$	3,000	\$	6,000		
Assistant Coordinator	\$	3,000			\$	3,000		
FICA (7.65%)	\$	230			\$	230		
Summer mini-grants for vocational research/scholarship	\$	3,389	\$	4,111	\$	7,500		
FICA	\$	259	\$	314	\$	574		
Year Two Total	\$	75,000	\$	-	\$	15,765	\$	90,765

Detailed Expenditures - Years 3, 4

Year Three:

Summer workshop: Equity & Belonging in Vocation Program

NetVUE	Donor Support	Institutional Support	TOTAL
Faculty/staff stipends	\$ 15,000		\$ 15,000
FICA (7.65%)	\$ 1,148		\$ 1,148
Honoraria for Workshop Leaders - 4 @ \$1200	\$ 4,800		\$ 4,800
FICA (7.65%)	\$ 367		\$ 367
Refreshments		\$ 715	

Fall curriculum retreat: Inclusive Vocation in Gen Ed

Workshop co-facilitators - 2@ \$1500 per day, two days	\$ 6,000		\$ 6,000
FICA for from-campus facilitator (7.65%)	\$ 230		\$ 230
Participant stipends - 20 @ 250 per day, two days	\$ 5,000	\$ 5,000	\$ 10,000
FICA (7.65%)	\$ 383	\$ 383	\$ 765
Lodging	\$ 1,875		\$ 1,875
Transportation	\$ 1,000		\$ 1,000
Meals	\$ 2,500		\$ 2,500

Chapel speakers

Honoraria - 4 @ \$1100	\$ 2,200	\$ 2,200	\$ 2,000
Chapel speaker travel and lodging	\$ 1,379	\$ 321	
Campus group meals	\$ 1,200		
Resources and Supplies	\$ 67	\$ 600	

Community engagement mentoring

Community mentor stipends - 12 @ \$2000	\$ 14,000	\$ 10,000	\$ 24,000
Capstone meal for all students and mentors 24 @ \$35	\$ 840		\$ 840
Keynote Speaker for Capstone meal	\$ 500	\$ 500	\$ 1,000

Community Engaged Learning Panel - Lessons Learned

Keynote Speaker		\$ 1,500	\$ 1,500
Community Panelists - 4 @ \$1,000	\$ 4,000		\$ 4,000
Table Discussion Coordinators 8 @ \$200	\$ 800	\$ 800	\$ 1,600
FICA (7.65%) for discussion coordinators	\$ 61	\$ 61	\$ 122
Refreshments	\$ 715		\$ 715

Lunch & Read Gatherings

The Purpose Gap - 35 copies @ \$20	\$ 700		\$ 700
Lunch for 12 (avg) for 6 gatherings @ \$19 per person		\$ 1,140	\$ 1,140
Stipend for discussion coordinator - 6 gatherings @ \$200		\$ 1,200	\$ 1,200

Assessment Efforts

Assessment Coordinator	\$ 2,500	\$ 1,000	\$ 3,500
Stipends for Focus Group Participation 3 x 8 @ \$100	\$ 2,400		\$ 2,400
FICA (7.65%)	\$ 184		\$ 184
Swag and snacks for student focus groups		\$ 750	\$ 750

Project oversight

Project Leader - one fall, one spring course release @\$3000	\$ 3,000	\$ 3,000	\$ 6,000
Assistant Coordinator	\$ 2,000	\$ 1,000	\$ 3,000
FICA (7.65%)	\$ 153	\$ 115	\$ 268

Year Three Total

\$ -	\$ 75,000	\$ 30,285	\$ 105,285
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Year Four:

Vocational exploration: new learning-sophomore focus groups	\$	1,000	\$	1,000
Summer workshop: vocational initiative updates & enhancement				
Campus conference center room rental	\$	400	\$	400
Workshop facilitator: honorarium and FICA	\$	538	\$	538
Refreshments and lunch	\$	1,500	\$	1,500
Community engagement dinner for senior students and mentors				
Speaker honorarium	\$	1,500	\$	1,500
FICA	\$	115	\$	115
Travel, meals, and lodging	\$	600	\$	600
Dinner	\$	3,500	\$	3,500
Center for Vocation and Calling: director support	\$	7,600	\$	7,600
Year Four Total	\$	-	\$	-
	\$	16,753	\$	16,753

Sample Budget Notes
NetVUE Vocation across the Academy Grants

(Please provide separately for each budget year, or note repeating items)

Year One:

Summer Workshop

- Faculty/staff stipends/honoraria are \$750 per person (plus FICA) for three mornings of early summer participation. We anticipate attendance by 20 faculty and staff members.
- Dr. Julie Massey has agreed to serve as guest speaker for this event. Stipend @ \$3000 for the three half-day sessions (institutional support included). Lodging will be in a hotel close to campus (4 nights @ \$150 per night). Airline travel @\$500. Mileage and airport parking @\$100
- Refreshments. Coffee at \$25/large carafe x 3 per morning x 3 mornings = \$225. Juice and soft drinks provided at average cost of \$3 per person/morning x 3 mornings x 20 people = \$180. Cookies and hand fruits at \$5.17 per person x 3 mornings x 20 people = \$310.20. Total = \$715.20 (\$11.92 per person per morning).

Fall Curriculum Re-Design Retreat

- Workshop will be cofacilitated by two leaders, one from our campus, and guest from another NetVUE member institution. 2 stipends @ \$1500 per day. Travel expenses for second leader to be partially covered by institutional funds. FICA for facilitator from our campus provided by grant funds.
- Participants will receive a stipend for each day of attendance 20 @ \$250 per day (plus FICA)
- Lodging: One night at regional retreat camp at \$75/person x 25 participants from varied fields of study. Number for lodging inclusive of workshop leaders and participating administrators.
- Transportation: \$750 coach rental. \$322 of round-trip mileage reimbursement for retreat leaders arriving for set-up from four dispersed home locations. Round trip mileage will average 115 miles per car x 4 vehicles at \$.70/mile.
- Meals: Four meals for 25 participants. Breakfast at \$10/person. Two lunches at \$20/person each. Dinner at \$50/person. These figures include local sales taxes and lodging service charges on meals. Numbers for meals to include workshop leaders and participating administrators.

Chapel Speaker

- The first and third years of the grant will include vocation-themed chapel talks and lunch discussions. If the speaker remains for a second day's event, the institution will support an additional honorarium as appropriate. Four of the year's eight speakers will focus on vocation. \$1,100 stipend, two provided by grant funds, two supported by institutional funds.
- Travel, meals, and lodging: Airfare and parking reimbursement is projected at \$500. Lodging is \$150/night including taxes for two nights. Meals in route will be about \$50.
- Campus group meals: Student-centered luncheons after the chapel talks across 4 vocation-themed speakers is projected to cost \$20 per meal (\$3 for drinks, \$12 for sandwich bar, \$5 for chips and cookie) for 15 attendees.

Resources and Supplies

- In connection with two of the chapel lunch discussions, the speaker plans to make use of individual chapters from *Leading Lives that Matter*. We plan to purchase 20 copies @ \$39.50 per copy to be available for those who attend.

Community Engaged Learning Panel Discussion

- This panel discussion will serve as a tool of listening, discernment, discussion and cooperative design for a community-engaged placement and mentoring program.
- Keynote speaker will receive \$1500 stipend. As the speaker will give a chapel talk the day before, travel and lodging costs are covered elsewhere in the budget.
- Local business and non-profit leaders, and local elected officials will serve as panelists. 4 stipends at \$1,000.
- The panel session will conclude with table discussions among attendees to discern and design effective community-engaged learning opportunities. Table discussion coordinators will have responsibility for conducting discussion and following up with participants after the session. We expect to need 8 coordinators @ \$200 (plus FICA).
- A light lunch will be served between the panel discussion and the table workshop. We estimate 48 people @15 per person (\$3 per person for drinks, \$12 per person for sandwich bar). Cookies and coffee will be served throughout. \$248.16 (@ \$5.17 per person) for cookies, \$200 for 8 large coffee carafes.

Lunch & Read Gatherings

- Throughout the first two years of the program, an open invitation will be issued to join in a lunch discussion of one chapter from *Called Beyond Our Selves*. We plan to purchase 36 copies of the book for all who express interest in participating (@ \$40 per copy).
- Lunch for these gatherings has long been the “Taco Bar” costing \$19 per person (beverages included).
- Given the other conversations happening on campus, a discussion coordinator will be designated to prepare questions, conduct focused discussion, and share outcomes from the gatherings with the leadership team. \$200 stipend (plus FICA) for each of 6 gatherings.

Assessment Coordinator

- In the first year, the assessment coordinator will circulate 2 surveys (one for faculty and staff and one for students) and conduct 2 sets of 8-person focus groups (two comprised of faculty and staff, two comprised of students), and will produce a report on the starting point for our campus community regarding several vocation-related concepts and perceptions. A report will be produced for inclusion in the interim report. Stipend \$2500.
- 2 groups of 8 participants will serve in a 2-hour focus group session, plus follow-up questions. \$100 stipends (plus FICA) will be given to participants
- Students will be offered snacks and campus “swag” for their participation – an expense supported by the institution.

Project Oversight

- An adjunct instructor will be hired to teach one of Dr. Greene's courses in the fall, and another in the spring. Adjunct instruction rate at our institutions is \$3000 for a three-credit course.
- The work of our assistant coordinator (responsibility for the Chapel Speaker events and the Community Engaged Learning event) can be accomplished in addition to her regular teaching duties. A stipend of \$3,000 is requested.

Year Two:

Summer Workshop

- Faculty/staff stipends/honoraria/travel. As in year one.
- Refreshments. As in year one.

Fall Retreat – off-campus vocational exploration curriculum

- Workshop leadership, stipends, lodging, transportation, as in year one.
- Resources: books (tbd) at \$35 per person for 20 participants
- Meals as in year one.

Community Engagement Mentoring

- Year two will begin our community engagement mentoring pilot. Community mentors will be trained and given clear guidelines for their mentoring of placement students. A stipend of \$2,000 is requested for their work across year two. Institutional funds will be used to support 3 of these mentoring placements.
- A capstone meal (\$35 per person) with a keynote speaker (\$1,000 stipend) will complete this year of community mentoring.

Lunch & Read Gatherings

- These gatherings will continue to use the book purchased in year one
- Meal expenses and stipend for discussion coordinator will be supported by the institution.

Assessment Efforts

Assessment responsibilities this year will be light. Coordinator will attend events as an observer.

Summer mini-grants

- Stipends of up to \$750 per person for research/scholarship related to vocational exploration. Up to ten stipends will be given.

Year Three:

Summer Workshop

- Stipends as in previous years
- Rather than a guest speaker, 4 workshop leaders (two with expertise in DEI, two from the vocation leadership team) will co-lead these workshop sessions.
- Refreshments as in previous year, but supported by the institution.

Fall Curriculum Retreat

- As in previous years, but the institution will support half of the participant stipends.

Chapel Speakers

- The chapel series on vocation from year one will return. Expenses as in year one.
- If a book is chosen for particular attention by a chapel speaker, it will be purchased using the "Resources and Supplies" line.

Community Engaged Mentoring

This year-two program will continue, with expenses as in year two, but with a higher level of support from the institution (mentor stipends and keynote speaker for capstone meal).

Community Engagement Learning Panel

- Similar to the opening event in year one, this panel-format gathering will serve to help the community learn from the experiences of mentors and students in the program.
- Expenses as in year one, but with increased institutional support (speaker stipend, coordinator stipends)

Lunch & Read Gatherings

- In the third year of the program, these gatherings will consider chapters from Patrick Reyes' *The Purpose Gap* (as a partner text to the Summer and Fall retreat themes). 35 copies will be purchased @ \$20 per copy.
- Support for meals and discussion coordinator, as in year one.

Assessment Efforts

- Stipend as in year one, but with additional institutional support to support the concluding work of assessing grant outcomes.
- Assessment efforts will track progress on the following outcomes:
 - Clarity on the concept of vocation, as fitting for this campus community and the needs of its undergraduate population;
 - Clarity on vocation-related needs specific to sophomore and junior students (traditional and non-traditional);
 - Design of programming seeking to meet those needs;
 - Clarity on the goals and philosophy of community engaged learning (as distinct from volunteerism or internships);

- Clarity on the needs of the surrounding community, as relevant to formative undergraduate community placements;
- Design of community placements in connection with the above goals, philosophy, and community needs;
- Effective formation of students through the mentoring experience, particularly with regard to clarity of purpose, calling, and philosophy of life;
- Clarity on the vocation-specific needs and barriers for students experiencing marginalization; and
- The design and (insofar as it can be determined at this early stage) effectiveness of tools for implementation in the curriculum and co-curriculum to meet these needs and overcome these barriers.
- One focus group for faculty only, one for staff only, and one for a mix of faculty and staff will be convened. Stipends for participation as in year one.
- Three student groups will be convened for focus group participation. Swag and snacks provided with institutional expenses, as in year one.

Project oversight

- As in year one, but with greater support provided by the institution.

Year Four:

Year four will see the continuation of the community mentoring program, the ongoing launch of initiatives in the curriculum, and the launch of our new Center for Vocation and Calling.