

Application Guidelines

Concordia Connects Grant for Community and Cultural Engagement

Overview	
Value	Maximum grant is \$3000 for Community and \$2000 for Culture per year
Term	1 year term
Application Deadlines	Monday after the Fall semester Reading Week every year
Results Announced	4 weeks after deadline
How to Apply	Email submission to extension@concordia.ab.ca OR Submit hard copy to: Dr. Xinxin Fang, Director – Office of Extension and Culture, AW 201 Concordia University of Edmonton

Description

The Concordia Connects Grant for Community and Cultural Engagement (CCGCCE) is administered by the Office of Extension and Culture and has been made possible by a generous donation from an anonymous sponsor. The CCGCCE administers one award for community project and one award for culture project per academic year (September to April).

Purpose

The Office of Extension and Culture invites proposals that support scholarly and creative activities related to culture and different manifestations of culture. Funding can be used for primary, archival or oral history studies, hosting workshops or conferences (e.g. intercultural communication workshops, enculturation sessions, panel discussions), integrating Indigenous/Global cultural aspects into the curriculum/student experience or community engagement initiatives.

Eligibility

Concordia University of Edmonton (CUE) students, sessionals, instructors, staff and faculty are eligible to apply for the award. Preference will be given to applications that strongly align with the OEC objectives (see addendum)

Deadlines

The application deadline is the Monday after the Fall semester Reading Week every year.

The application submission deadlines are midnight (Mountain time). If the deadline falls on a weekend or holiday, it will be extended to the next business day. Late submissions will not be accepted, and incomplete applications will not be considered. Results will be announced within 4 weeks of the deadline; however, timelines may vary depending on the number of applications received.

Multiple Applications

For each deadline, applicants may apply for one Community award and one Culture Grant. Applicants may also submit multiple applications to one particular stream.

Review Process

All applications will be adjudicated by the Executive Council of the Office of Extension and Culture, in consultation with the Advisory Council for Extension and Culture (ACEC). Competition results are not subject to appeal. Applications will be adjudicated on the following criteria:

- Feasibility and challenge (30%)
- Contribution to student development and/or community engagement (30%)
- Alignment with priority and objectives of the Office of Extension and Culture (20%)
- Proposed Timeline and Budget (10%)
- Plans for publications, events, presentations or other creative productions (10%)

Evaluation Criteria and Scoring

The following criteria and scoring scheme are used to evaluate the award:

Feasibility and challenge (30%)	
Clarity of the stated objectives and defined scope of the extension activity (Community/Culture)	/10
Evidence of the quality and significance of the information to be disseminated/activity to be undertaken	/10
Innovativeness of the proposed undertaking	/10
Contribution to student, sessional, instructor, staff and faculty development (30%)	
Practical implementation of any of the Four Themes in CUE's 5 year Academic Plan and overall alignment with CUE's Institutional Learning Outcomes	/10 (2.5 points for each theme)
Positive impact of proposed team activity on Extension and Culture programs	/10
Application of classroom teaching and learning principles to the project and vice versa	/10
Alignment with priority and objectives of the Office of Extension and Culture (20%)	
Likelihood of relationship building with the local, national or international community (community outreach)	/10
Scope of impact and degree of attractiveness to proposed audience Likelihood of impact within and/or beyond the immediate community	/10
Proposed Timeline and Budget (10%)	
Probability that the objectives of the activity will be met within the timeline proposed	/10

Appropriateness of the requested budget and justification of proposed costs	/10
Plans for publications, events, presentations or other creative productions (10%)	
Potential of the applicant to make future contributions and secure external grants	/10

Adjudication committee members assign a score (out of 10) for each of the criteria listed above and arrive at a final score. The Office of Extension and Culture will notify applicants of the results of their applications via email 4 weeks after the application deadline.

Score	Descriptor
8-10	Excellent
5-7	Very Good
3-4	Satisfactory
Below 2	Poor

Terms and Conditions

Compliance with University Policies

All policies, regulations and administrative processes of Concordia University of Edmonton apply. It is the responsibility of the primary applicant to secure the appropriate permissions and approvals for the proposed activity.

Ethics and Certifications

Any activities categorized as “minimal risk” or not requiring ethics approval by the CUE Research Ethics Board (REB) are eligible for this grant. Applications will be reviewed to determine whether REB approval is required; those identified that require REB approval will be removed from the competition.

Responsible Use of Grant Funds

The award recipient is responsible for the use of the funds and for any over- expenditure of accounts.

Expenditures are permitted only for those elements identified in the application. Reasonable substitutions or alterations may be permitted as well as minor transfers of funds from one budget category to another. Use of funds for a previously unspecified

purpose, or major changes in the scope of work must be submitted to the Office of Extension and Culture for approval.

Eligible and Ineligible Expenses

University finance policies and guidelines must be adhered to for all requested budget items. The Office of Extension and Culture allows the following range of expenses:

- Travel and subsistence (i.e. low cost transportation within the Edmonton metropolitan area and meals during the outreach/culture activity)
- Any cost related to dissemination of the project
- Workshop hosting and implementation (e.g. compensation paid for student help, honoraria for guest lectures, transport and parking, meals etc)
- Safety expenses related to the proposed project (e.g. protective gear)
- Cost of hosting a seminar/ talk/ presentation (e.g. catering)
- Costs related to IT services, equipment rental and software
- Any other expenses deemed appropriate by the Executive Council of the Office of Extension and Culture

Funds are **NOT** intended to:

- provide release time for faculty, salaries, or living expense
- support professional development, such as attendance at meetings, symposiums or conferences where work is not being presented.
- Cover retroactive expenses incurred prior to the date of award deadline
- Any part of the salary, or consulting fee, to the grantee or to other persons whose status would make them eligible to apply for grants from the Agency (for Tri-Council grants)
- Administrative (or management) charges and fees.
- Commuting costs of grantees and associated personnel between their residence and place of employment, or between two places of employment.
- Passport and immigration fees
- Cost of travel outside the Edmonton Metropolitan Region
- Reimbursement for airfare purchased with personal frequent flyer points programs

- Costs of alcohol
- Costs of entertainment, hospitality and gifts, other than those previously specified such as regular interactions with colleagues from the institution and personnel meetings
- Costs related to professional training or development, such as computer and language training
 - Cost related to the acquisition of new technology hardware

Appeals

There is no provision for appeal of funding decisions.

Acknowledgements

Public acknowledgement of Concordia University of Edmonton Office of Extension and Culture financial assistance is a condition of receiving the award. Recipients should acknowledge support from the institution in publications, presentations, and other forms of dissemination

Final Report

Successful applicants will be required to submit a Final Project/Report to the Office of Extension and Culture 3 months after the completion of the project or 18 months after the awarding of the award, whichever comes first.