**TERMS OF REFERENCE**

**CONCORDIA CONNECTS GRANT FOR COMMUNITY AND CULTURAL ENGAGEMENT**

**ABOUT:** 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 a community project and one award for a cultural 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)

**AMOUNT:**

$3000 for community project each academic year

$2000 for culture project each academic year

**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. If, during the review process for an application, one or more elements are identified as research-related, additional reviews will be conducted with the assistance of the Office of Research Services, as these will require their oversight and may affect applicant eligibility. 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%)

**DEADLINE:** Deadline for applications is the first Monday after Reading Week in Fall Semester each year.

**RESPONSIBILITIES:**

* 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.
* Successful applicants are required to acknowledge funding from the Concordia Connects Award for Culture in materials such as articles, books, posters, workshops, presentations, or in social media promotion, with statements such as the following: “This [index/article/chapter/book/study, etc.] was supported with a grant provided by the Office of Extension and Culture.”
* Applicants must notify the Office of Extension and Culture of any funding received from another source.

**APPLICATION GUIDELINES:**

Please complete the application form available below. Completed and signed application forms should be addressed and sent to: Dr. Xinxin Fang (Director of Office of Extension and Culture), AW 210, Concordia University of Edmonton.

The complete application will require:

* A brief abstract of the proposed activity (150 words)
* A description of the event that clearly identifies: the topic; the international/cultural focus or dimension; its relation to the thematic priorities of the Office of Extension and Culture; the distinctiveness and timeliness of the event; the target audience; the participants (students, guest lecturers etc)
* A detailed line-item budget
* An abbreviated (1-2 page) CV or link to a biography of any external guests or participants
* A tentative agenda/schedule and logistical information (who, what, when, where, why),
* A list of other sources from which the applicant is or will be requesting funding

**ADDENDUM**

The main objectives of the Extension and Culture programs are to:
(i) Build and maintain relationships between Concordia University of Edmonton (CUE) and external stakeholders (local and international stakeholders);

(ii) To manage community outreach activities for students; and

(iii) To encourage local and international students to study at CUE, especially during the most beautiful season of our campus in the summer.

**APPLICATION FORM**

**CONCORDIA CONNECTS AWARD**

1. **WHICH CONCORDIA CONNECTS AWARD ARE YOU APPYLING FOR?**

Community ($3000)

Culture ($2000)

1. **DETAILS OF THE PROPOSAL:** Please provide details of the following

• Project Title

• Name and designation of applicant (if student, please mention year of study and program of study)

• Participant information (please include details of other participants, student help or community members who will be involved in this project)

* Details of target audience

• Alignment of Objectives (please provide details on how the proposed project aligns with the objectives of the Office of Extension and Culture. Information available in addendum )

• Alignment with CUE Academic Plan (please provide details on how the proposed project aligns with any of the theme(s) of the CUE Academic Plan. The CUE Academic Plan is available here: https://concordia.ab.ca/wp-content/uploads/2019/01/CUE\_AcademicPlan-Spreads-Digital\_FINAL.pdf)

• Outline and schedule/itinerary of planned activities (if project involves organizing an event/conference, please provide in-depth details of the proposed event. If project involves curriculum, please provide details of changes)

• Methodology and Timeline (please explain the “how” and “when” of your project in detail)

• Proposed deliverables and/or dissemination/publication plans (please give a detailed account of your target audience, your access to your proposed audience, any permission required to access your target audience)

• Performance metrics (Please explain the intended impact of your project and how the impact/performance will be measured)

• A list of the anticipated speakers, their home institution and their expertise (if applicable)

• Overall budget (revenues/expenses) for conference/workshop an budget justifications

**Points to consider while completing the application:**

1 - Does the project present a justification that demonstrates its need and /or relevance to the theme of the award?

2 - Does the project present a theoretical basis with the knowledge necessary for the success of its proposal?

3 - Does the project clearly state the objectives to be achieved?

4 - Does the project propose methodological procedures to achieve the objectives?

5 - Does the project expose its goals, steps, and activities with clarity and timeliness?

6 - Does the project demonstrate adequate human resource forecasting for the project needs?

7 - Does the project demonstrate adequate equipment/material forecasting for the work needs?

8 - Is the project related to: research activities or undergraduate or postgraduate teaching? Is it community-related? Is it a combination of activities?

9 - Is the project developed in a network or in partnership with another individual or unit?

10 - The curriculum(s) of the professor(s) involved in the extension program give she/he/them the credential(s) for the execution of the presented project?

11 – What are the metrics to measure the success of the project?