FUNDING AVAILABLE FOR
SERVICE LEARNING SUPPLIES & EQUIPMENT

The Office of Community Engaged Learning, Teaching and Scholarship (OCELTS) at Loyola University New Orleans is pleased to offer mini grants for service learning supplies and/or equipment.

To apply, answer the following questions and submit them in writing to the OCELTS by mail, fax or email.

1. Name of individual or organization applying for funds. Eligible applicants include faculty and students currently involved in service learning courses and community partners with a current, active service learning MOU on file with Loyola.

2. Describe or list the supplies and/or equipment you propose to purchase. Please, include prices or estimates if possible.

3. Describe how the supplies/equipment will be used in the context of service learning.

4. Describe why the supplies/equipment are needed.

5. Describe the benefits that the supplies/equipment will provide, either to the people who use them or to the wider community.

WHAT TO KNOW

- The maximum amount available per request is $100.00.
- All applications will be reviewed by a 3-person committee.
- Applicants will be notified within 3 weeks of submission.
- Preference will be given to applications that clearly describe use, need, and benefits.
- Requests for consumables (eg, food) will not be granted.
- Funds are provided as reimbursement. Awardees must procure supplies/equipment and submit receipts or invoices to OCELTS within 4 weeks of notification.
- Reimbursements may be made to individuals only if they are members of the Loyola community (faculty, staff, or students). Reimbursements to community partners must be to a tax-exempt organization. A completed W-9 will be required for reimbursement.

Applications will be reviewed on a rolling basis through June 1, 2015.

The maximum available for this initiative in the 2014-2015 academic year is $500. When funds are expended, applications will be no longer accepted or considered.

www.loyno.edu/engage