



## Social Sciences Community-Engaged Learning Contingency Fund GUIDELINES and APPLICATION

### Program Objectives and Details

SOSC aims to coordinate efforts and establish practices that enhance the integrity and efficiency of delivering robust and accessible CEL opportunities. The SOSC CEL Contingency Fund supports the accessibility and availability of meaningful and impactful CEL experiences by contributing up to \$300 per CEL experience to basic costs such as community partner honoraria, transportation, and printing.

CEL is a partnership between community, students and faculty to shape curriculum in a way that actively engages students with course concepts and has benefit to community members. It is experiential, community-engaged, reciprocal, and involves real-life application of course content. There are many forms of CEL including course-based community service learning, course-based community projects, for-credit research projects, and self-directed community-engaged studies.

### Eligibility Requirements

- Social Sciences instructor, including sessionals, or a student with a declared major in Social Sciences
- Not yet received support from this fund for this academic year.

### Eligible expenses

- **Honoraria:** There are many ways to give back to community for their support for student learning, and an honorarium is often desired and sometimes required by protocol.
- **Transportation:** To and from CEL experiences for students and/or community partners.
- **Printing:** For example, to print materials developed by students for the community partner.
- **Other:** For example, gloves for students to participate in an invasive species pull.

### Section 1: General Information

### Evaluation Process

Applications will be evaluated by the Social Sciences Dean's Office staff who will together make recommendations to the Dean. The amount of costs covered will depend on the number of eligible applicants, the nature of financial need, and the impact (both in depth and breadth) of the CEL experience.

Applicants will be notified of the outcome of their application two weeks after they submit. Funds will be disbursed according to the nature of the costs incurred, in some cases as a reimbursement.

### Application Submission Dates

There is no deadline to apply for support from this fund. However, the fund is limited and will therefore only be able to support a limited number of CEL experiences each academic year.

### Application Instructions

Applicants must complete all sections on the application form. Point form answers are acceptable. Applications will be accepted on a rolling basis, but early applications are encouraged as the annual fund is allocated on a first come first served basis.

Please submit your application by email to [soscassist@uvic.ca](mailto:soscassist@uvic.ca) with "SOSC CEL Fund" and your name in the subject line (e.g., SOSC CEL Fund\_Jane Smith). All applications should be attached as a PDF with the same naming convention (e.g. SOSC CEL Fund\_Jane Smith).

### Contact Information

Direct all inquiries related to this fund to the Dean's office at [soscassist@uvic.ca](mailto:soscassist@uvic.ca).

Name	
Instructor or Student	
V#	V00
Email	
Department	
Course number & title	
Instructor's name (for student-led applications)	
Term (check all that apply)	<input type="checkbox"/> Summer <input type="checkbox"/> Sept-Dec <input type="checkbox"/> Jan-April
Total cost of CEL Initiative	
Total amount requested (max total \$300)	
Have you already received this fund this academic year? Y/N	

**Section 2: CEL Initiative** (point form responses are acceptable)

2.1 Please briefly describe the CEL initiative – rationale, timing, activities, partners, anticipated outcomes. 200 words max.

**Section 3: Financial considerations**

3.1 Funds requested (enter amount requested beside each item; enter 0 if not applicable; max total \$300):

Honoraria \_\_\_\_\_ Transportation \_\_\_\_\_ Printing \_\_\_\_\_ Other (please describe): \_\_\_\_\_

Total requested: \_\_\_\_\_

3.2 Do you have any other funds available for this CEL initiative? Do you have funding plans for future iterations of this experience? In both cases, please note the source(s) of those funds and how they are/ will be used. 100 words max.

3.3 In what way will the SOSOC CEL Contingency Fund enhance this CEL experience (e.g. who will benefit and how? what is the need? etc.)? 200 words max.