

Community Engaged Scholarship Development Grant

The Community Engaged Scholarship (CES) Development Grant is a planning grant designed to assist researchers in consulting and building relationships and partnerships with community leaders, community members, community partners, or community-based organizations with the goal of co-creating and submitting a funding proposal within 12 months of receipt.

It is recognized that community-based scholarship often requires substantial relationship-building, consultation, and engagement activities prior to the development of specific research projects. Therefore, this fund is intended to support research and creative activities that do not meet the criteria of other sources of internal funding. Activities for which other funding is available are not eligible to access the CES Development Grant.

Applicant Eligibility: **Please note that eligibility criteria may change.*

All applications must include at least one:

- Eligible MacEwan faculty member (see Internal Grant Funding Guidelines; www.macewan.ca/research > Funding > Internal)
- Community partner(s) (confirmed with Letter of Support attached to application)
- MacEwan undergraduate student (does not need to be named at time of application)

Deadline:

Open

Value:

Up to \$2,000 per application. Amount awarded varies depending on the activity.

Limit of Funding:

Funding is dependent upon available funds and will vary from year to year. A submitted application is not a funding guarantee.

An applicant may only request support for developing a partnership with one or more identified community partners. Future applications may not include the same identified partners in subsequent applications.

An applicant may hold **one** award per academic year (September 1 – August 31) **AND** only one award at a time, regardless of the activity type or duration of previous awards.

Duration:

The duration of each award will depend upon the specific request, but cannot exceed 12 months in duration. No extensions will be permitted for this grant.

Adjudication:

Each application will be evaluated by the Associate Vice-President, Research, or delegate, in consultation with the Office of Research Services. All funding decisions are final.

Final Report:

At the conclusion of the funding, a final report must be submitted that describes how the engagement activities have facilitated an ongoing research partnership.

Eligible Expenses:

All anticipated expenses must be specified and justified in the budget. Expenses will be reviewed on a case-by-case basis. The following provides a non-exhaustive sample of eligible and non-eligible expenses. If there are any questions regarding eligible expenses, please email research@macewan.ca.

- Examples of eligible expenses:
 - Expenses related to accessibility
 - Expenses related to traditional Indigenous practices or contexts (i.e.: ceremonies, gifts, protocols for Elders and Knowledge Keepers, Indigenous research methods, honoraria for community members)
 - Student research assistant salaries
 - Trainee placements or training to learn about community-based research
 - Modest catering costs for meetings with community partners
- Examples of non-eligible expenses
 - Professional or consulting fees to the grantee or other academic team members
 - Education costs (e.g., thesis preparation, tuition and course fees)
 - Cell phones, Blackberry devices, and/or personal digital assistant devices
 - Library acquisitions, computer and other services already provided by the University
 - Cost of alcohol

Community Engaged Scholarship Development Grant Application

Date of request: _____

1. Identification

List the names of team members who will participate in this initiative. The project team must include at least one community partner and at least one MacEwan student.

MacEwan applicant and, if any, co-applicant

Applicant Name	
Faculty/School and Department	
Employee ID Number	
MacEwan Email Address	

Co-applicant Name	
Faculty/School and Department	
Employee ID Number	
MacEwan Email Address	

Community partner(s) (add extra page, if needed)

Community Partner 1 – applicant name	
Community Partner 1 – organization	
Contact info (phone, email)	
Location (city, province)	

Community Partner 2 – applicant name	
Community Partner 2 – organization	
Contact info (phone, email)	
Location (city, province)	

MacEwan student – at least one student must be hired. If name is not known yet, put TBD.

MacEwan Student Name	
Student ID	
MacEwan email address	

MacEwan Student Name	
Student ID	
MacEwan email address	

2. Description of the Engagement Activities

Describe (1) the specific engagement activities to be funded; (2) how these activities will create or strengthen a specific campus-community partnership; and (3) how the activities will support the development of a concrete research project.

3. Team Member Roles and Responsibilities

Describe each team member's role and responsibilities, including any students. Ensure justification for why the principal applicant is appropriate to lead the development of this community-engaged partnership is given.

4. Timeline

Provide details of the activity timeline including expected start/end dates and details on future research grant applications. The end date should not be more than 12 months from time of application submission.

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5. Budget Summary

Category	Description	Expected date of expenditure (Month/Year)	Cost (\$CAD)
MacEwan student	Research assistant		

TOTAL (max \$2000)

Budget Justification: Provide a rationale of all proposed expenditures. If equipment is to be purchased, identify where it will be located and how it will be used after the end of the activity.

6. Supporting Materials (Include all relevant documents), including:

- Confirmation of community partner collaboration (e.g., Letter from Partner)
- Confirmation of budget items (e.g., quotations)
- Other documentation supporting the request

Principal Applicant Signature

Dean of Faculty/School Signature

Submit the completed form with supporting documents to research@macewan.ca with the subject line "CES Development Grant Application"