

ACE Funding Guidelines for Faculty and Students

Goals: The primary goal of the ACE Program is to support student learning within a real-world context as part of a for-credit course. Another goal is to strengthen the larger communities of which St. Olaf is a part, including local, regional/state, national, and global.

Academic civic engagement (ACE) is an educational approach that encourages students to learn in community contexts. Students consider community-based experiences in relation to classroom learning and apply academic knowledge and skills to strengthen communities as an integrated component of an academic course. Often referred to as *community-based research*, *service-learning*, *community-based learning* and *public scholarship*, academic civic engagement facilitates the development of skills, habits of mind and relationships that prepare students for future internship, research, civic leadership and work roles.

Funds are Available on Year-Round Basis: Requests for funds to support ACE courses or research may be submitted at any time. Decisions will be made within 2 weeks and notices sent via email. A longer lead time is recommended for projects above the funding limits (1 month prior to date funds are required).

Funding Priorities: Approval will be based on availability of funds, significance for achieving ACE program goals, and relevance to the college mission. Operating expenses to support implementation of courses will take priority over travel requests.

Eligibility:

1. Faculty who are teaching an ACE course may apply for funding to support that course. See “ACE Designation for Classes” for more information about what constitutes an ACE course.
2. Faculty may apply for travel funds to professional conferences that will support their teaching and research interests in community engagement. Faculty need not have ever taught an ACE course to apply, but should express serious commitment to future ACE teaching.
3. Individual students who are enrolled in a for-credit ACE class or mentored public scholarship¹ may apply for funds to travel to professional conferences to present their work.

¹ Examples: CURI, DUR, IR/IS, selected academic internships.

To Apply: To apply for funding, contact Assistant Director for Academic Civic Engagement and/or Marci Sortor, Provost and Dean of the College (sortor@stolaf.edu) with your request. Funding categories and amounts are shown below.

Approval Process: The Assistant Director for Academic Civic Engagement will review requests up to \$300 that are within the guidelines set forth. Any requests over \$300 or which propose new categories of funding will be reviewed by both the ACE Assistant Director and the Director of IOS.

Funding Categories (Grant amounts)

Events (Up to \$300)

Types of events supported vary greatly. Examples include: 1) meetings between community partners and classes to exchange knowledge or resources, 2) community-based art shows or learning experiences, 3) theater/musical productions with a goal of engaging a public audience or selected audience of community members (i.e. youth, elders etc.), 4) hosting community partners on campus for a service-learning activity; 5) student poster sessions, etc. Grants may be used to pay for food, transportation, and supplies.

Guest Speakers (\$50 to \$300 per individual)

Honorariums are available for guest speakers to present in St. Olaf ACE classes. The amount of the honorarium will vary based on certain criteria such as distance traveled, type of home organization, benefit to students, etc.

Transportation for Classes (Amount varies based on distance)

These funds will pay for buses and vans to transport students to community sites for an ACE project or field trip. To inquire about transportation options, see our [ACE Transportation](#) page or contact the Assistant Director for Academic Civic Engagement. For charter buses, the Assistant Director for Academic Civic Engagement will assist with making arrangements through Northfield Lines. St. Olaf vans may be rented for smaller groups. See the [Using/Reserving College Vehicles](#) for more information about vans.

Teaching Assistants for ACE Classes (Up to \$200)²

In the event that additional support is needed to plan for or implement an ACE project, faculty may apply for funds to support a student teaching assistant. The faculty member is responsible for recruiting and supervising the teaching assistant. Funds will cover about 20 hours of work total. This could be spread out over any period of time, for example, 2 hours per week for 10 weeks. Faculty are encouraged to seek available department funds first before requesting ACE funds.

² Note: Funds for TA's come from a separate student work budget and do not count against the \$300 cap per class.

Travel for Faculty to Professional Conferences (Up to \$500 per individual)

Faculty may apply for funds to travel to a professional conference for the purposes of professional development in community-engaged teaching and research. Funds may be used to cover airfare, mileage, food, registration fees, and lodging. Faculty are encouraged to use other sources for professional travel, if available, prior to requesting funds from the ACE Program.

Travel for Student Presenters to Professional Conferences (Up to \$250 per individual)

Students may apply for funds to travel to an approved conference when they are presenting about their experiences in an ACE class or mentored public scholarship. Funds may be used to cover airfare, mileage, food, registration fees, and lodging. Students are encouraged to use other sources for professional travel, if available, prior to requesting funds from the ACE Program.

Funding Limits

The maximum amount that will be awarded per class is \$300.00. Travel to academic conferences to present the results of an ACE class is not included in this limit. In exceptional cases, funding amounts may be extended for projects or travel that demonstrate the potential for greater impact in creating ACE learning opportunities for St. Olaf students.

Travel Policies

Please read St. Olaf's [Travel, Policy, and Business Expense](#) webpage thoroughly in order to understand what expenses are eligible and the proper procedures for being reimbursed.