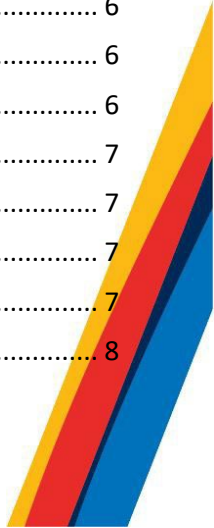# Experiential Learning Fund Grant

UVic highlights opportunities for transformative learning, such as Experiential Learning (EL), as a priority for supporting students' personal, career and academic growth. Experiential Learning is essentially learning through reflecting on doing. It involves iterative cycles of concrete experience, reflective observation, abstract conceptualization and active experimentation (Kolb, 1984). To learn more about EL at UVic, sign up for the Field-based and community-engaged learning course for instructors.

Contents

About the Experiential Learning Fund (ELF) Grant

Overview

UVic is committed to dynamic learning, engaging meaningfully with our external communities—locally, regionally, nationally and internationally; and promoting civic engagement and global citizenship. The ELF Grant supports these goals by providing support for Experiential Learning (EL).

The ELF Grant is an expansion of the Community-Engaged Learning (CEL) Grant, established in 2014. It aims to 1) increase opportunities for students to participate in experiential learning, and 2) build capacity for experiential learning at UVic. CEL administers this grant and funding is provided by the Office of the Vice-President Academic and Provost and the President's Strategic Initiatives Fund.

Supported Initiatives

EL both on- and off-campus. While there are many forms of EL, the ELF Grant will support two specific areas for experiential learning: **Community-Engaged Learning (CEL)** and **Field-Based Learning (FBL).**

Community-Engaged Learning	Field-Based Learning
CEL is a form of experiential learning and community-engaged scholarship whereby students actively engage with course content through a combination of collaborations with community and facilitated critical reflection. A broad definition of community is intended.	FBL is a form of experiential learning whereby students actively engage with course content through a combination of land, sociocultural and/or water-based experiences and facilitated critical reflection. It is often also a form of community- engaged learning.

The ELF Grant also supports small contingency costs associated with fostering reciprocal relationships through the CEL Emergent Activities Fund.

Range of Proposals

The ELF Grant provides support for the integration of community-engaged and field-based undergraduate or graduate curricula through course, lab or program development or redesign.

Examples of project types include (but are not limited to):

- projects designed to improve or enhance student learning through meaningful and substantial community-engaged or field-based learning opportunities within the context of a particular course;
- curricular innovation related to community-engaged or field-based experiences within a program to explore and improve the student experience.

Eligibility

We encourage proposals from those who directly support student learning at UVic, including research- and teaching-stream faculty, sessional and laboratory instructors, and teaching-related professional staff of the University. You can still apply if you are a previous ELF grant recipient, but **YOU MUST** fulfill the obligations of your previous grant prior to being considered for another ELF grant.

Application Process

Application Timeline
The application and process timeline for 2025 are as follows:
- Application form is made available: October 1st, 2024.
- Application deadline: **11:59pm, January 3rd, 2025.**
- Adjudication process: 30-45 days after the application deadline.
- Applicants will be notified: end of February.

Application Requirements
Complete the online grant application form by clicking the link on our website, following these guidelines and respecting the word limit for each item. The questions are shared in the Application Questions section of this guide so you can draft your application; this is recommended because the online form must be filled in and submitted in one session. The **APPLICATION MUST BE SUBMITTED ONLINE.** Once you have submitted the application, you cannot edit it. If you have questions or need to make an urgent amendment, please contact celoffice@uvic.ca.

What makes a strong proposal?
Your proposal should clearly outline what you intend to do, how you intend to do it, who will do it, and why you will do it. Bullet-point responses are fine. Respond clearly and concisely to each question. The Field-based and community-engaged learning course for instructors can support you in thinking through the questions, as can the CEL Office.

Ethics Approval Requirements
Some projects may involve collecting data from human participants and/or EL opportunities wherein students collect data from human participants during their coursework or other research activity (e.g., interviews, surveys, participant observation, focus groups). If such work is involved, the UVic Human Research Ethics Board (HREB) must approve the project (either through a regular or course-based application), and the principal applicant is responsible for ensuring that ethics approval is obtained prior to data collection. Prioritize this element of your project and provide an e-copy of the ethics approval from the HREB to celoffice@uvic.ca once it is available.

If you are unsure about the need for such approval, we urge you to consult the UVic Human Research Ethics (HRE) website and contact ethics@uvic.ca or ethicsassist@uvic.ca to discuss.

Project Funding for Grants
Grant funding for any project in a given budget year is a maximum of **$7,500**. The limit intends to distribute financial support across meritorious proposals (preferably in a diversity of Faculties, Departments and Schools) to maximize direct benefits to a wide range of student learners and community initiatives.

Budget and Accounting Requirements
Consider how the project budget will be spent and describe exactly how much will be spent doing what; justify each item. The sustainability of the project is an important criterion. Continuation of the project in post-grant years should be independent of continued ELF-grant funding. Clarify whether a project is self-sufficient, has or requires funding from additional sources, or whether it is the first in a series of planned projects which may require funding after the completion of the currently proposed project.

Eligible Expenses
Eligible expenses include but are not limited to:
- paying undergraduate, graduate or other research assistants (RAs). Individuals who hope to be hired on the grant

as RAs should not be listed as the applicant or a co-applicant;
- teaching release time (see more information under Application Approval);
- engaging outside consultants that are essential to the successful completion of the grant. If you are requesting such a budget item, please explain the value of this work for the grant. Note that copyright for "products" of work undertaken on behalf of the project is subject to the Copyright Compliance and Administration Policy (IM7310);
- travel that is necessary for completion of essential components of the project; and,
- gifts and honoraria for community partners.

Ineligible Expenses

Applicants and co-applicants **may not** use grant funds for the following:

- Reimbursements for work related to the grant;
- Employing Teaching Assistants (TAs) for timetabled courses (TAs are part of a Faculty's academic planning). Students can only be employed as RAs for research towards and development or implementation of an awarded project;
- Purchasing equipment or supplies normally supplied by the University;
- Using commercial services (other than those stated in the list of eligible expenses);
- Covering costs of academic work, such as journal subscriptions; and,
- Covering registration costs for, or travel to, academic conferences for attendance or the dissemination of project work as these may be covered through Professional Development or other UVic funds.

Research Assistant Salaries

If the grant application is successful, you must adhere to all university policies and procedures, including those pertaining to wage rates, vacation pay, and appropriate benefits. Please consult the Human Resources CUPE 4163 salary schedule *(Component 1 & 2) TA Appendix – Academic & Scientific Assistants*, for current rates.

Note that vacation pay of 4% is to be computed on the wage rate; and that benefits pay of 11.74% is computed on the wage rate + vacation pay. Please indicate the hourly salary, vacation pay and benefits, the number of hours requested and the type of activity to be carried out.

Sample Budget

Below is an example of how you can detail your proposed budget.

1) RA to assist with the information-gathering process and the design of the learning modules ($3,409.04)
   May-Aug 2021
   - 14 hrs: Environmental scan of relevant courses and community initiatives
   - 6 hrs: Meet with Elders to learn how peoples perceive health and physical activity
   - 10 hrs: Conduct 2 focus group interviews (on Zoom) with students about potential course design
   - 21 hrs: Complete transcription and data analysis to identify key learning themes

   Sept-Dec 2021
   - 7 hrs: Finalize ILOs for learning modules
   - 28 hrs: Develop learning strategies and assessment tools that align with ILOs.

   Jan-May 2022
   - Implement learning modules in course
   - 7 hrs: Survey students' perspectives on the course materials; analyze data
   - 14 hrs: Adjust module content as necessary

Total: 107 hrs at $32.17/hr (adjust as needed as rates shift) = $3,409.04

2) Gifts and honoraria for community partners and students ($1,800)
For partner's time in meetings and in a class session
Total: ($500 honorarium each x 2) + ($50 gift each x 2) = $1,100

For honorarium for students participating in focus groups
Total: ($25 each x 20 = $500) + (snacks for focus groups = $200) = $700

Total budget = $5,209. 04

Budget Adjustments
Funds used for items other than those listed in the approved application budget must be pre-approved by the CEL Office. A new budget will have to be submitted based on eligible expenses and to the limit of the approved amount, explaining the modifications, i.e., the initially approved amount cannot change.

Application Approval
The Chair/Director/Dean's support for the project indicates three things:

1. Confirmation of departmental/unit support for this application, including a commitment to project completion. Note that where teaching release is requested, the maximum amount from a grant that can be used for that purpose is $6,000, and that the principal applicant's home unit is responsible for supplementing any remaining funds towards course release.

2. Understanding that, if the grant is approved, the principal applicant must assign a distinct account to the project, to be used solely for approved budget items related to the grant.

3. Commitment, along with the recipient, to assume responsibility for any deficits accrued in the recipient's grant account.

Where there are multiple proposals from the same unit, we may ask the Dean, Chair or Director to prioritize these proposals within the context of the strategic directions of the faculty, department or school.

Assistance for Completing Your Proposal
We recommend that you arrange for at least one consultation on your proposal well in advance of the proposal deadline. The CEL Office can provide advice and consultation at the proposal and the grant implementation stages. In addition, the Field-based and community-engaged learning course for instructors, the Field School Forum listserv, and Experiential Learning workshops offered by the CEL Office can support your work.

Post-Application Process

Proposal Adjudication

After the proposal deadline, all applications will be screened to ensure that the proposals are complete and meet the basic grant criteria. The adjudication committee will then review all applications and make decisions about which projects will be awarded the ELF grant. All applicants will be notified of the adjudication decision by email. These emails will include comments from the adjudication panel. If a grant is successful, the adjudication panel may, on occasion, propose modifications to the budget. The principal applicant will be notified of any recommendations for modification along with the panel's decision. Note that grant recipients do not always receive the entirety of requested funds. The adjudication panel may give conditional approval of a grant if the project aligns with the adjudication criteria in all but the budget or a specific component of the grant. In this case, the provisional grantee will be contacted with recommendations for modifications; final approval will be granted once the committee's recommendations have been addressed.

Please note: One grant each year will be held for a qualifying project focused on engagement with Indigenous communities (if no qualifying projects are submitted, this grant will be released to general qualifying applicants).

Grant Criteria

General criteria for this grant include: clarity and specificity of pedagogical principles to be applied to the planned materials towards courses, programs, curricula, or learning resources; the extent to which the grant goals are meaningfully reflected into the proposed project; the potential impact of the project on the student learning experience; the location of the project in current scholarly and creative work, and post-secondary educational trends; and the project's feasibility and sustainability within the timeframe and budget presented.

The following criteria will be assessed in all ELF Grant Applications:

Accountability and Sustainability
- A comprehensive budget (detailing requested funds and how funds will be used);
- How the proposed project is feasible within the timeframe and budget presented; and,
- How financial sustainability (for future iterations of the EL experience) will be achieved.

Impact
- The overall goal and purpose of the project and EL opportunity;
- The types of reflection and assessment that will be used to enhance student learning through the proposed EL opportunity;
- The amount of class time dedicated, the significance of the activity, and/or the availability of similar EL opportunities or EL supports;
- How the EL opportunity is tied to module, course and/or program ILOs;
- How many students will benefit from the EL opportunity or support;
- How impacts to learners and community (where applicable) will be measured; and,
- How the project will be shared for the capacity building of others.

Relevance
- How the project and the associated EL experience relate to pedagogical literature, other EL experiences, and/or existing endeavours with community.

The following criteria will be assessed in ELF Grant Applications wherein there is community engagement:

Respect and Reciprocity
- The relationship with community as pertaining to the proposed endeavour; and,
- How respect and reciprocity will be fostered throughout the project, including a clear and realistic description of intended community benefit.

Note: Preference will be given to applicants who have not yet received an ELF Grant.

Adjudication Committee
The ELF Grant Adjudication panel includes faculty members, sessional instructors, community representative and/or student representatives, and is chaired by a CEL Coordinator.

Grant Awardee Commitments
Grantees are expected to complete their project by the end of February of the year following the receipt of their award (e.g. awarded February 2025, so must complete by February 28, 2026). Should you require more time to finalize your project, please contact celoffice@uvic.ca.

Apart from fulfilling the work outlined in their ELF Grant application, grantees are also expected to be a part of the community of multi-disciplinary colleagues participating in experiential learning. We hope to build on the success and lessons learned through these projects to inform the broader community at UVic about the value of experiential learning and further support the development of ELF research and engagement. Below is a detailed list of what grantees will be responsible for:

- Setting up a specific 10000 account for your grant project
- Receiving approval from HREB where relevant and sharing that approval and the application (where appropriate) with the CEL Office.
- Contacting celoffice@uvic.ca to share and discuss any significant changes to the project (timeline, deliverables, budget).
- Participating in the sessions below with the CEL Office and other ELF Awardees.
    - 1-hour Welcome, Ethics Workshop and Orientation (in the Spring of your ELF Grant approval)
    - 1-hour Progress Progression Workshop (in the Fall of your ELF grant approval)
    - 30-minute exit interview at the end of the grant cycle.
- Sharing your project process, outcomes, lessons, etc. on and/or off-campus (e.g. co-facilitate and/or present at activities hosted by the CEL Office such as a workshop in the Experiential Learning workshop series; exhibit, present, demonstrate, etc. at the CELebration hosted each Spring by the CEL Office).

Application Questions

YOUR APPLICATION MUST BE SUBMITTED THROUGH THE ONLINE FORM available on our [website](#). Because you will not be able to save this form while working on your application, you may use the form below for your own planning and records.

Principal Applicant and Co-Applicant Information
In the online application form, begin by filling in your First Name, Last Name, Email, Position, Department/School and Faculty. If you have any co-applications, you enter their information here as well.

Project Overview
Project title (20-word max)

Project Abstract (75-word max., to be used on website and promotional materials if the application is successful)

Have you previously received an ELF Grant?

☐ *Yes*   ☐ *No*

Have you received any other financial supports (including internal and external grants, as well as previous ELF grants) for this initiative? (if so, please specify)

☐ *Yes*   ☐ *No*

If yes, please provide year and amount funded

Please state any other external or internal grants (including LTSI grants) you are applying to for this initiative.

Does the proposed project have an undergraduate or graduate focus?

☐ *Undergraduate*　　　☐ *Graduate*　　　☐ *Both*

Name of the course(s)/program(s) proposed for development or redesign.

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[                                                                    ]
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How many students per year would be impacted by completion of this project and for how many years?

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[                                                                    ]
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Will ethics approval be required for your project? If so, do you need regular or course-based ethics approval? Please see Ethics Approval Requirements.

☐ *Yes*　　☐ *No*　　☐ *Not sure*

If yes: ☐ *Regular ethics application*　　☐ *Course-based ethics application*　　☐ *Not sure*

Project Details
Clearly articulate the overall project goals, activities, and timeline. i.e. how you will develop, deliver and evaluate this learning experience. Clarify how the project will be implemented, including who is involved in which deliverables, and what is needed for project success. (400-word max.)

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[                                                                    ]
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Clearly describe the learning experience(s) this project will deliver and support. Describe the community-engaged and/or field-based experience(s), how the experience(s) connect with intended learning outcomes, how reflection will be used to integrate theory and practice, and how the overall student experience will be enhanced. (400-word max.)

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[                                                                    ]
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[ ]

If applicable, please name the community partner(s) you are working with on this project; describe how you have or will consult and collaborate with community on this project; and how the community will benefit. (250-word max.) Think especially of the reciprocal relationships with project partners and the different ways the community will benefit.

[ ]

List any other relevant information about this project that would be important for others to know. (75-word max.)

[ ]

We invite you to attach any additional materials you feel are relevant, such as draft or existing course outlines. Please combine all materials into a single Word or PDF file before you attach.

By applying, you commit to working with the CEL Office to share your work and disseminate its outcome for the benefit of the UVic community and beyond. Include how you will communicate your work internally and/or externally. (75-word max.)

[ ]

Please briefly describe how your proposal relates to the relevant pedagogical literature, existing and developing collaborations with your community partner, and/or similar experiential learning initiatives at UVic or beyond. Include a brief literature review of scholarly and, if applicable, other works that inform your project. (250-word max.)

Budget
How will the project budget be spent, and how will the project be sustained after the completion of the grant? Provide a rationale for the budget including a breakdown of all the items and a justification for each one, including salaries, supplies and operating expenses, travel, and other (incl. course release, if applicable). (500-word max.)

Approval
Name and role-based email of Chair/Director or Dean: