**Community-Engaged Course Development Grant**

**2026 Application Form**

**Application Deadline: 9am, Monday, January 26, 2026**

* You MUST use this form to submit your proposal. Please refer to <https://service-learning.osu.edu/grant-application-details> for a full explanation of grant criteria and expectations before completing this form.
* Please compile all documents into one PDF document before submitting. If you do not have Adobe, you can obtain it from the OTDI’s website here: <https://it.osu.edu/software>
* Be sure to utilize the Checklist at the end of the Application. Incomplete proposals will not be evaluated.

**A. Grant Application Narrative – Specific Proposal Criteria maximum** 12 pages double-spaced. Please use criteria names as section headings in your proposal.

**Course Development Grant** (<https://service-learning.osu.edu/grant-application-details>)

1. **Course Description:** General description of course title, objectives, and activities planned.Attach a draft syllabus if available, but note that a complete syllabus is not necessary and will be further developed during the Course Design Institute. Please note whether you plan to submit this course for inclusion in the GE and if so whether as a Foundations or Themes course.
2. **Community Focus and Reciprocity:** Identify and describe community partner, their mission, and how involvement in your proposed course reflects their priorities and stated needs.
3. **Preparation for Service:** Explain what preparation students will need for the community-engaged activities, including training, site orientation, and other logistical considerations.
4. **Reflection & Feedback:** Describe potential structured assignments/activities to facilitate connection between community-engaged activities and learning goals. Describe how frequent and timely feedback will be provided.
5. **Assessment:** Include short explanation of assessment plan for this course.
6. **Sustainability:** Describe plans for sustainability and departmental support on a continuing basis.

**B. Budget** Please fill out budget in compliance with budgeting criteria. Insert additional rows as needed. Proposals that do not follow budgeting criteria will not be considered for funding.

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| **Community-Engaged Course Grant Budget Template** |
| Primary Author(s):  |
| Course Name/Number (if available): |
| **Discretionary Budget Items** | **Estimated Cost** |
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| **Amount Requested** |  |
| **Designated Budget Items for Community Partner** (NOTE: Must comprise at least 10% of total budget) | **Estimated Cost** |
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|  |  |
| **Amount Requested** |  |
| **Total Amount Requested**  |  |
|  |

***Please note that we prioritize funding for efforts that will continue beyond the initial grant period. Funding should contribute to the meaningful development of sustainable course components. Requests for repeating costs (such as transportation for students or food and supplies for annual events) will not be considered for this funding unless the budget narrative justifying these items is significantly compelling.***

**Budget Narrative**: Briefly explain how budget items above will support community-engaged aspects of proposed course. You are also encouraged to identify and list matching funds, as well as potential funding and resources that will contribute to sustainability of overall project. (Max. 250 words)

**Grant Application Checklist** Please use the following checklist to ensure that your application is complete. Grant materials should be compiled into one PDF in the order listed below. Incomplete proposals will not be evaluated.

[ ]  Specific Proposal Criteria for Course Development Grant

[ ]  Completed Budget and Budget Narrative

[ ]  Letters of support from your department chair and community partner, or list of 3-5 identified potential community partners (NOTE: funding priority will be given to courses with existing partnerships)

[ ] Other Attachments (please list):

**To Complete Application**

**[ ]  Combine ALL of the above** into **one PDF document** and submit [via Qualtrics](https://osu.az1.qualtrics.com/jfe/form/SV_20kEiN73AlH0meW) no later than 9am Monday, January 26, 2026.

**NOTE:** Any non-electronic documents should be scanned and added to the electronic/PDF copy. Separately submitted documents will not be evaluated with your proposal. If this poses a significant problem for you, please contact OTDI or your local IT support unit for assistance.

Thank you for your submission!

Office of Service-Learning and Community-Engaged Teaching

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