



Institute for Policy and Civic Engagement

August 20, 2019

To: UIC Tenure Track Faculty, Non-Tenure Track Faculty, and Staff of Research Institutes and Centers

From: Joseph Hoereth, Director IPCE

Re: Call for Proposals -- Civic Engagement Discourse Fund Grants

The Institute for Policy and Civic Engagement (IPCE) announces the availability of funding to support events that facilitate public discourse on policy issues or the policy implications of university research. Eligible events include public forums, dialogues, town hall meetings, and small conferences or workshops that are either open to the public or that target a specific audience such as policy advocates, residents of a specific neighborhood, or a target subpopulation such as seniors or youth.

For more information about IPCE's mission and programs, visit www.ipce.uic.edu.

Awards

IPCE Discourse Fund Awards are a maximum of \$4,000 each. Events must be held by May 31, 2020.

Awardees must submit a post-event report summarizing the event and its outcomes, including any media generated by the event (audio, video, podcasts, photos, or other web-based media) with IPCE. Funds may be used for costs of the event such as space or room rental, food and refreshments provided to participants, promotional or other printed materials, equipment less than \$500 in value, and the salaries of research assistants or other staff who support the event. **IPCE funding may not be used for scholarships, student stipends, or tuition differentials for students. All award funds must be spent by May 31, 2020.**

Eligibility

All UIC faculty and staff of research institutes or centers are eligible to apply. Applications filed by an academic department must be submitted by the department chair or head. Applications must be pre-approved by the department head via signature. Eligible events must be expected to serve a minimum of 30 attendees. Events that would be attended only by UIC faculty, staff, or students are not eligible. Conferences for membership or professional associations are not eligible.



Criteria

IPCE seeks to facilitate dialogue that educates individuals or groups about policy issues, or provides opportunities for individuals or groups to engage each other in dialogue regarding policy issues. The following factors will be considered for selection:

1. Scale and scope of the event. The number of participants engaged; the richness of the discussions, learning, or experience.
2. The extent to which the event has a clearly defined outcome. Every event should have a clearly defined purpose and expected outcome.
3. The salience of the issues addressed by the event. Are any of these policy issues currently in debate or discussion amongst the broader public, elected leaders, or in the news media, etc.?
4. The involvement of external partners. This includes community based organizations, civic groups, or government agencies as partners or as consumers/users of the research outcomes or tools.

Application

All applications must be submitted electronically via email to ipce.discourse@gmail.com by September 20, 2019. Awards will be announced by October 4, 2019. For fullest consideration, applications must be complete, submitted on time, and include the signature of a department head or director.

Your submission email should include the following files as attachments:

1. Application form. (Below – Print and scan a signed copy) [Filename: *applicant_name_app*]
2. Summary statement of proposed event, including goals, target audience, and expected outcomes: 500 words or less. [Filename: *applicant_name_sum*]
3. Background and context for the event and expected outcomes or products: 2 pages maximum (references do not count toward this maximum), single spaced. [Filename: *applicant_name_backgnd*]
4. Budget in EXCEL spreadsheet [Filename: *applicant_name_budget*]
5. Itemized budget justification: 1 page, single spaced. [Filename: *applicant_name_just*]

Please do not exceed the allowable number of pages.



CIVIC ENGAGEMENT DISCOURSE FUND GRANT APPLICATION FORM

PLEASE TYPE OR PRINT ALL INFORMATION

PUBLIC DISCOURSE EVENT TITLE: _____

LEAD ORGANIZER/FACULTY MEMBER (Print): _____

DATE AND LOCATION OF EVENT: _____

NUMBER OF EXPECTED PARTICIPANTS: _____

SIGNATURE:

TITLE/RANK: _____ UIN: _____

COLLEGE: _____ DEPT.: _____ M/C: _____

PHONE: _____ FAX: _____ EMAIL: _____

NAME OF BUSINESS MANAGER: _____ EMAIL: _____

COLLABORATORS: (One principal investigator must be noted on the application. Identify coo investigators as collaborators; include a signed letter detailing their responsibilities).

Name and Department(s)

STATEMENT FROM DEPARTMENT/UNIT HEAD:

I am aware of the event that this applicant from my department is planning and of the request for funds to support it.

DEPARTMENT/UNIT HEAD (Print): _____

SIGNATURE: _____ DATE: _____

PLEASE SCAN THIS COMPLETED FORM WITH SIGNATURES, SAVE AS A PDF FILE, AND INCLUDE WITH YOUR EMAIL SUBMISSION OF THE FIVE DOCUMENTS LISTED ON PAGE 2.