

Project on Civic Reflection

Small Grants Program Guidelines

INTRODUCTION

The Project on Civic Reflection is dedicated to helping the many Americans engaged in giving, serving, leading, and other civic activities to *think more deeply* and *talk more comfortably* about their values and choices. We believe that programs of civic reflection, in which colleagues read non-technical kinds of literature and talk together in a sustained way about questions at the heart of their shared work, can help cultivate these habits—and thereby improve the quality of our common life. The small grants program of the Project on Civic Reflection supports the development of such programs.

PURPOSE OF THE SMALL GRANTS PROGRAM

Through its small grants program, the Project on Civic Reflection seeks to help groups and organizations engage in civic reflection. Eligible groups may receive a grant of up to \$3,000 to support a series of conversations in which people engaged in common civic activity can step back from that activity, read non-technical kinds of literature, and talk together in small groups about fundamental questions underlying their efforts. Grant funds may be used to pay for facilitation, food, reading material, administrative fees, and meeting space.

In exchange, the Project expects grantees to do three things:

- 1) *Make it happen.* Make civic reflection happen in the group you have identified. Enable the group to have a series of conversations about their shared civic activity through the reading of non-technical literature and discussion of fundamental questions.
- 2) *Let us learn.* Let the Project and its partners learn from your efforts through careful documentation and candid evaluation, using reporting forms provided by the Project.
- 3) *Help it grow.* Help civic reflection grow by sharing news of your program with others, contributing to the online Facilitators' Forum, and asking your participants to think seriously about leading discussions of their own.

Eligibility

Civic Reflection Small Grants may be awarded to **organizations** or to **individuals**.

If you apply through an **organization**, the organization will be asked to provide its tax identification number (EIN) and to serve as fiscal agent for the grant funds.

If you apply as an **individual**, you will be asked to provide your social security number (SSN), and the entire amount of the grant will be reported to the Internal Revenue Service as earned income. However, you may be responsible for paying income tax on significant portions of funds received. We urge you to work with an organization that can receive funds for your group.

Amount and Purpose of Grant Funds

Grants may range in size from \$500 to \$3,000. Following is a list of expenditures for which funds may be requested. We also offer some typical expense ranges. These are suggestions only; every group will have different needs. Furthermore, not all categories will need funding in every project. Please briefly explain your rationale for your budget requests.

- Food/Catering \$200 - \$1,000
- Facilitator stipend(s) \$200 - \$2,000
- Reading materials \$100 - \$500
- Room Rental \$200 - \$500
- Administrative costs \$100 - \$300
(copies, mailings, fiscal agent, etc.)

Grants are not meant to support salaries or operating expenses beyond those specifically required by the proposed project.

Grant funds are not available for general support of conferences, retreats or public forums.

Reporting

At the project's conclusion, the grantee will submit

- a complete financial accounting (and will return any unused funds); and
- a program report summarizing grant activities and learnings.

Guidelines for these reports will be provided with the Grant Agreement.

All grant activities must be completed and reports submitted to the Project on Civic Reflection within one year of receipt of grant funds.

Consultation

You are welcome but not required to discuss your project and proposal ideas with Project on Civic Reflection staff [civic.reflection@valpo.edu]. If you receive a grant, you will have further opportunities for consultation with Project staff, advisors and other grantees.

DEVELOPING YOUR PROPOSAL

The website, [www. civicreflection.org](http://www.civicreflection.org), can help you develop a competitive proposal and plan a successful civic reflection program. Please take time to visit it!

Proposals should be 3-5 pages in length and should provide the following information:

1) Brief description of the target group or audience you plan to convene.

Whom will you invite and why? How would you describe your proposed group's common work or shared civic activity? In other words, what activities of giving, serving, leading or associating do you hope to help them to reflect upon and think more carefully about?

2) Brief description of proposed activities.

What will you do with the grant funds? Whom will you involve in planning? Who will facilitate? How will you invite participants? When, where and how often will you meet? Will you include food?

3) Brief description of the desired impacts of the conversation program.

What do you hope will happen as a result of your civic reflection activities—e.g., revitalized commitments, new relationships, greater tolerance of others, deeper self-understanding, improved decision-making, etc.? Can you identify a few concrete "signs of success" that would convince you that these impacts are being realized? Feel free to use your imagination. What would convince you of the success of this effort?

4) The set of questions the group will be engaged in exploring.

What do you want to talk about? Are your questions genuinely open questions (not questions for which you think you already know the answer)? Do they invite reflection on assumptions, values and choices?

5) The plan (syllabus or reading list) for how you will organize a program of reading and conversation around those questions.

What do you plan to read? How do these readings relate to the questions you want to discuss? Will they invite exploration, interpretation—even disagreement? Does your reading list have a good mix of texts, including imaginative literature and readings not entirely of the group's own time and place?

6) Budget and brief rationale for the projected expenses.

How much money do you really need? Why are the expenses you list important to the success of this program? Who will be responsible for disbursing and reporting on the grant funds?

SUBMITTING YOUR PROPOSAL

Submit your proposal with the attached application cover sheet in one of the following ways:

Email: civic.reflection@valpo.edu

Fax: 219/464-5496

Mail: Project on Civic Reflection
Linwood House
Valparaiso University
Valparaiso, IN 46383

You should receive confirmation of receipt of your proposal within two weeks. If you do not, please contact the Project on Civic Reflection.

SELECTION PROCESS

Proposals will be reviewed three times in 2007. Deadlines are February 1, 2007; June 1, 2007; and October 1, 2007. Project on Civic Reflection staff will make every effort to inform applicants about the fate of their proposal within one month after the deadline.

Competitive proposals will:

- enable a group of people engaged in shared civic activities of giving, serving, leading, or associating to read something together and talk over a sustained period about fundamental questions underlying their activity;
- facilitate reflection on genuinely open questions;
- feature a mix of texts, including imaginative literature and readings not entirely of the group's own time and place; and
- reach a new audience for civic reflection—or enable an established audience to engage in civic reflection in a new way.

A list of previously funded small grants proposals is available on our website.

The Small Grants Program of the Project on Civic Reflection is made possible through the generous support of Lilly Endowment, Inc.

Project on Civic Reflection
Small Grant Application Cover Sheet

Project contact person: _____

Mailing Address: _____

Phone: _____ Fax _____

Email: _____ SSN* _____

* necessary if the grant will be awarded to an individual.

Sponsoring Organization: _____
(if the grant will be awarded to an organization)

Contract Signatory (if different from contact person) _____

Mailing Address: _____

Phone: _____ Fax _____

Email: _____ Tax ID # _____

Project Title: _____

Grant Amount Requested: _____

Proposed Grant Period: _____ to _____

How did you learn about civic reflection? _____

Attachments: 3-5 page proposal
Budget summary