APPLICATION FOR DUKEENGAGE SITE EXPLORATION FUNDS

February 2018

DukeEngage provides funding, training and support for up to 410 Duke undergraduates annually who have completed two semesters, are in good standing and who wish to pursue a full-time, summer intensive civic engagement experience in partnership with a U.S. or international community. Through DukeEngage, Duke students have the opportunity to apply what they have learned in the classroom to address issues of concern identified by partner communities.

Civic engagement is a broad term that can include everything from volunteerism to democratic participation. We seek to support projects that focus on a variety of categories of service including, but not limited to, education, disaster recovery, human rights, microfinance, engineering, community development, and environmental conservation. What connects each of these experiences is that they involve individuals and groups tackling issues of public, even global, concern. The most important avenue for Duke student engagement is participation in programs built and overseen by Duke faculty. Experiencing civic engagement with members of the Duke community is central to our mission of helping students connect their DukeEngage summer to their academic experience at Duke.

DUKEENGAGE SITE EXPLORATION FUNDS

DukeEngage works with Duke faculty to build programs in the United States and abroad that enable Duke students to engage in deeply immersive civic engagement experiences. To that end, DukeEngage annually accepts and funds an average of three site exploration proposals submitted by faculty each spring to use for the development of new programs. These funds provide an opportunity to explore potential sites and build partnerships with communities, institutions, and governmental and non-governmental organizations that may become DukeEngage partners. In this cycle of applications, we are particularly interested in proposals for new programs that contribute to DukeEngage’s geographic diversity and that align with one of these strategic priorities:

- Volunteer service with community-based organizations in rural areas of the United States whose mission is to improve the quality of life for low-income residents;
- Volunteer service in organizations that promote nonpartisan political engagement, e.g., building social capital, expanding access to the democratic process, encouraging political participation;
- Community-based research.

Our aim is to support programs built by faculty in which a group of Duke students will work in a single geographic location with a minimum of one nonprofit or grassroots organization, be focused on a thematic
issue, such as the environment, social justice or poverty, and that involves students in direct service aimed at producing tangible community partner benefits. The service assignments and any deliverables (e.g., curricula, community-based research or evaluation projects) should be defined by the host community and partner organizations. Funds are to be used for travel, lodging and incidental expenses that may arise during site development exploration. We envision that during these site exploration trips, faculty and staff will investigate possible placements with a range of nonprofit, community-based organizations, such as social welfare or advocacy groups, foundations, charities, schools, social ventures or governmental agencies. In addition, grant recipients will identify housing; ground transportation options; in the case of programs in international locations, language training opportunities (if essential to the proposed program); and other elements, such as enrichment activities, central to building a meaningful, immersive and sustainable civic engagement program.

We anticipate several of these grants will result in programs for 2019 or 2020. Proposals may be for programs that will occur every summer, every other summer, or for a set number of summers required to complete a specific community-based project.

**SELECTION CRITERIA**

In making funding decisions, the selection committee will look at a variety of factors, including:

- Applicants demonstrate previous experience and knowledge, as well as social or professional networks, in the site of their proposed visit.
- The project envisions engaging a minimum of eight Duke students in community-defined issues appropriate for a summer of immersive service.
- Students in the proposed project will serve in locations or with populations experiencing pressing economic, environmental, political or social change.
- The project is likely to take place in the summer of 2019 or 2020 and holds the promise of sustainable partnerships with community-based organizations.
- The proposed project site contributes to a geographically diverse portfolio of community placements for students where there are currently no other annual DukeEngage programs.
- The proposed project site will engage students in service that complements Duke’s signature interdisciplinary curricular initiatives (e.g., Bass Connections) or is integrated into an academic major/minor/certificate, including experiential certificates. We are particularly interested in projects that engage an academic department or cross-disciplinary faculty with shared project responsibility.
- The proposed project site is not currently on the “Restricted Regions” list of Duke’s International Travel Oversight Committee, https://global.duke.edu/admin/travelpolicy/rrl.php.
- The estimated per student cost of the proposed program (including airline travel and accommodations) is on par with the average cost of similar DukeEngage programs.
- The costs associated with providing reasonable safety measures for the program at the proposed DukeEngage site are feasible.
- The proposed exploration travel would not be possible without DukeEngage funds.
- The project is consistent with DukeEngage values, which can be found at the end of this document.
APPLICATION

Name(s) of applicant(s):

Duke title(s) and department(s)/division(s):

**Project description:** In 750 words or fewer, please describe the activities for which you would like funding support. Provide a brief description of your project vision, any connections to the Duke undergraduate curriculum, possible community partners who may host students participating in DukeEngage, and the specific activities that you would use the exploration grant to support. Please include your previous experience in this region and the community partners with whom you are proposing to work.

**Logistical research:** List the entities you will meet with to discuss set-up and costs for student housing, meals, transportation and enrichments. New program proposals that result from a site exploration trip must provide detailed budgets for those categories.

**Budget:** Please attach a budget that summarizes your full request for travel funds and be as specific as possible. Indicate any other funding sources and amounts that may be available to you for this trip.

DukeEngage site exploration grants are not fungible; grant funds are restricted for pre-approved activities and may not be repurposed for salaries, professional development accounts, or personal stipends. Reimbursement of travel expenses must take place by August 31, 2018. Exploration grants will be a maximum of $3,000 per program. We expect to award up to three site exploration grants in this proposal cycle.

**TERMS**

Interested faculty members are highly encouraged to discuss a potential project with Eric Mlyn, Executive Director of DukeEngage, in advance of submission. All applications are due no later than 5:00 p.m. EDT, **Friday, April 13, 2018**, and must be submitted electronically to eric.mlyn@duke.edu. Notification of awards will be announced on or before Monday, **April 30, 2018**.

Receiving an exploration grant does not guarantee that a potential program will ultimately be accepted by DukeEngage. Within 30 days of the completion of the exploration trip, grant recipients must complete a brief form documenting the results of the site exploration activities that DukeEngage has funded. A checklist for this is attached.

Full proposals for summer 2019 or 2020 DukeEngage programs are due no later than 5:00 p.m., EDT, Monday, **August 13, 2018** by email to eric.mlyn@duke.edu. Funding decisions and notification of project acceptance will be made the week of **September 10, 2018**.

If you have any questions, please contact Eric Mlyn at the email address above or 919-668-1724.
Our Mission

DukeEngage empowers students to address critical human needs through immersive service, in the process transforming students, advancing the University’s educational mission, and providing meaningful assistance to communities in the U.S. and abroad.

Our Values

We are guided by five core values as we connect Duke University undergraduates with U.S.-based and international communities in meaningful service partnerships. These core values inform everything that we do.

1. DukeEngage values education through immersive civic engagement as the fundamental goal of our work.
2. DukeEngage values community driven service with our domestic and international community partners as a means to addressing pressing human needs.
3. DukeEngage values students who pursue their service with humility, respect and curiosity and who seek to understand how global inequalities shape our world.
4. DukeEngage values ongoing service by its participants to local, national and international communities.
5. DukeEngage values responsible stewardship of financial, environmental and human resources.
Site Exploration Information Gathering Checklist

During your site exploration, we ask that you collect information on behalf of DukeEngage about likely community partner organizations, housing options for students, ground transportation, enrichment opportunities, and the health/safety/risk environment in the area where a program may eventually take place. Please use the following guide to gather this information and submit it as part of your report to DukeEngage upon your return. Based on the issues described below, please identify any potential obstacles, concerns, or potential implementation issues. You will need this information to submit a full program proposal and budget.

COMMUNITY PARTNER ORGANIZATIONS
• Identify organizations and projects that can provide appropriate, full-time volunteer work (approximately 40 hours/week for eight weeks) for a minimum of eight students; meet with potential supervisors and begin to sketch a timeline by which placements would be secured and projects confirmed. Provide the following required information about each organization:
  o Name, address and URL (if available) of organization
  o Name, address, email, and phone of organization staff person who will liaise with DukeEngage program
  o Your previous relationship with the organization (if any)
  o Does the organization have experience with college/youth volunteers from the US?
  o In what types of activities/projects (please describe) are DukeEngage participants likely to engage?
  o What would a typical week of full-time student service look like?
  o Does the partner understand the mentoring responsibilities associated with a full-time placement?
  o Is there specific training or preparation required of students, e.g. language, coursework, etc.?
  o Is the work appropriate and within the mission of DukeEngage? If health-related, have you shared the DukeEngage policy that students may not engage in direct patient care?

HOUSING
Student Housing: Faculty and staff should secure a guarantee of availability of student housing. Please note students may share rooms (but not beds) with each other, but not with staff, friends, or homestay family members. The following information should be included in a program proposal:
  o Type: university dormitory; private apartment; youth hostel; homestay; research facility; commercial hotel; guesthouse; other: (Describe)
  o Address
  o Location: Rural? Urban? Suburban?
  o Specific dates of availability
  o Distance/time from work site; distance to public transportation
  o If university housing, are non-matriculating summer residents permitted?
Contractual/paperwork requirements. Please include a sample contract with your proposal. **Not all contracts meet the Duke University liability and legal requirements.**

- Building features (single story, multi-story, construction type/materials, accessibility to participants with physical limitations)
- Communications access: Is there wireless or Internet access? Cellular signal?
- Bathroom/bathing facilities
- Double or single occupancy rooms
- Typical furnishings
- Security features, e.g., lockable doors, lockable desks/boxes for personal valuables, barred windows, closed circuit television surveillance, on-site security personnel.
- Laundry facilities (location, approximate cost)
- What are students required to bring? Linens? Cookware? Wireless modem?
- Housing cost/unit/student/week or month and acceptable method(s) of payment, deposits required?
- Include photos if available.

**Staff Housing:** We recommend that staff locate housing near, but not with the students (please work to secure a location that is at maximum within an hour of the students). **Apartments and/or rooms in the same dormitory are allowed.** Allowable expenditures for staff accommodations are also based on a percentage of the U.S. State Department or the U.S. General Services Administration recommended rates. Please consult with the DukeEngage administrative staff as you plan. Program staff are responsible for any security deposit required to rent an apartment or room for the summer.

- Street address of housing
- Housing cost/unit/DukeEngage Program Director(s) and/or site coordinator/week or month
- Approximate time it takes to travel to location of student accommodations and place of work (may not exceed an hour and is preferably within walking distance of student accommodation).

**MEALS**

How will students eat breakfast, lunch, and dinner? Daily meal rates are determined by DukeEngage based on a percentage of the U.S. State Department or the U.S. General Services Administration recommended rates.

- Will students eat with homestay families? Which meals? Describe the potential daily meal.
- Are vegetarian, vegan, kosher, allergy-free, or gluten free meals an option?
- Is there a student meal plan available?
- Will students cook? If so, which meals?
- Do students have access to a market or grocery store?
- Access to potable water?
- Cookware may not be provided in dorms. How will you advise students to prepare?

**TRANSPORTATION**

Identify modes of ground transportation and approximate cost. Please note that students may elect to bring their own vehicles for their own transportation needs to program sites located in the United States, but that it cannot be a requirement of the program that students do so. DukeEngage does NOT reimburse students for mileage to program sites and for enrichment activities. Program staff may not ask students to drive their own vehicles or those rented for the program for DukeEngage business. Similarly, community partners should not provide program-related transportation of DukeEngage students. If the proposed site offers only nonstandard
modes of ground transportation (bicycles, rickshaws, tuk-tuks, motorbikes, etc.), please consult with DukeEngage program or administrative staff.

COMMUNICATIONS
DukeEngage requires that all international programs provide individual students with cell phones and a minimum number of minutes for project-related and emergency use. Identify the costs of cell phones and minutes. (DukeEngage does not provide student cell phones for domestic programs.) DukeEngage does not pay for student or staff access to the internet for personal use.

CULTURAL ENRICHMENT AND IMMERSION ACTIVITIES
Each DukeEngage program will receive a budget of up to $300 (subject to change) per student, the cost of which is to cover all ground or other in-country transportation and food, as well as speakers’ fees or admissions costs for enrichment activities. Please include a sample enrichment schedule including destination, purpose, cost, and transportation required.

As you consider excursion possibilities for your group, keep in mind that DukeEngage is a service and cultural immersion program. When planning excursions and activities with your group, you should strive to focus on activities and outings which promote intercultural understanding and appreciation, and that address the civic engagement issues underlying your particular program. We expect that you will not plan activities that are purely for tourists, involve the consumption of alcohol, cross national borders, or are inconsistent with the themes and focus of your program.

In terms of excursion planning, always keep in mind that student and staff safety is our foremost concern. You may not use program funds for high-risk activities (white water rafting, ocean or open water swimming, ziplines, bungee jumping, shark diving, snorkeling, and scuba diving, etc.).

HEALTH, SAFETY, RISK FACTORS
Describe any known health/safety risks or concerns associated with the location, travel and daily activities of this program. Please draw on your previous knowledge, your observations from the exploratory trip you have undertaken on behalf of DukeEngage, and/or information available at:

- https://global.duke.edu/admin/travelpolicy/rrl.php
- http://travel.state.gov
- http://www.cdc.gov/
- http://internationalsos.com

Does this program include any of the following? Explain all that apply.

- Travel to high altitudes (over 10,000 ft.)
- Diving, swimming, shoreline wading, or boating
- Healthcare, clinic, or hospital activities (describe)
- Construction work
- Unusual physical exertion/activities (describe)
- Environmental hazards (describe)
- Contact with animals (describe)
- Collection of scientific samples (describe)
• Access to refrigeration for medications
• Current civil unrest, controversial or political issues.

What kinds of emergency transportation services are available? How would you access these services in case of an emergency? If the program will be located in a rural area, please summarize the healthcare and emergency services available and estimate how far you will be from the nearest:

• Hospital / Healthcare facility
• Police Station
• US Embassy / Consulate (for international programs)