

Indiana Campus Compact Grant Terms and Conditions

- Allowable Grant Costs

Grantee will only request funds which are directly associated with the development or implementation of the project such as:

- Personnel – Grantee must keep all effort records toward the project from the start of the grant period. Effort must be directly related to the project.
 - Personnel expenses are not applicable to the Student community Service (SCS), Listening to Communities (LTC), and Conference Registration Scholarship (CRS) grants
- printing
- postage
- project supplies
- Travel and non-ICC conference related fees. Please note: the Conference Registration Scholarship (CRS) is only permitted to use conference registration fees as an allowable cost, no travel will be granted.

- Non-allowable Grant Costs

Grantee will not request funds that are indirectly related to the development or implementation of the project such as:

- Activities that generate income for ICC (ICC hosted conferences and publications)
- Durable equipment costing more than \$100 (unless approved in writing by Indiana Campus Compact)
- Payment for participants to do service (e.g. cash incentives, gift cards, etc)
- Fundraising activities
- Entertainment costs (e.g. tickets to recreational events, etc)

- Cash Match

Institutions will provide a cash match (contributions, either cash or in-kind, supporting project related expenses) toward the development or implementation of the project. This must be provided from the institution and not an outside source. Indirect costs are not an allowable in-kind cash match. Appropriate documentation of expenditures must be kept on file to be made available for audit and inspection, if required. This documentation must reflect expenditures toward direct project support, as described in the budget and narrative of the original proposal.

- Personnel cash matches require a letter from the department head on letterhead indicating the match dollars are being provided as a release of xx% time toward project
- Cash Match minimums are as follows:
 - Conference Registration Scholarships - \$0
 - Faculty Fellows Grant –
 - Faculty Fellow (FF) - \$1,250
 - Senior Faculty Fellow (SFF) - \$2,500
 - The Engaged Campus Grants -
 - Engaged Department (ED) - \$3,500
 - Enhancing Service Engagement Collaborations (ESEC) - \$5,000
 - Service Engagement Grants -
 - Student community Service (SCS) -25% of the requested amount
 - Listening to Communities (LTC) - \$500
 - Scholarship of Engagement (SOE) - \$750

- Liability and Safety

The Grantee must have adequate liability coverage for the organization, employees and participants, including coverage of participants engaged in on and off-site project activities. The grantee must institute safeguards to ensure the safety of participants.

- Grant Profiles

Sponsor reserves the right to use your projects application and/or grant report as an example of past funded grants, grant stories, and grant application samples on the website and/or on other print/electronic materials.

- Grant Award Payments

Grants are on a **reimbursement basis only**, with exception to the Faculty Fellows Grant, no upfront funds will be given. Grantees will charge expenditures to an Institutional account. Once all reporting requirements have been

met, the Sponsor will reimburse the institution. The Grantee will work with the Fiscal Manager for the project to ensure compliance of institutional and Sponsor fiscal guidelines.

- IU campuses will be provided with an IU account number in which grant expenditures will be charged through, disbursement of funds to this account will not be made until the reporting requirements have been met.

- Grant Proposal Routing

Grantee will route all grants through appropriate grant and fiscal offices in accordance to their institutions policy.

- All IU campuses will route their application through their department head. The Fiscal Manager must be authorized to process KFS fiscal documents
- All Purdue campuses will route their application through Purdue West Lafayette, who will be the Fiscal Manager
- All Ivy Tech campuses will route their application through Ivy Tech Central Region, who will be the Fiscal Manager

- Award Notifications

Sponsor will notify you of grant decision within six weeks of application deadline. The Sponsor will also notify the institutions President/Chancellor, campus media, and the appointed ICC Networking Liaison.

- Materials Produced with Grant Funds

Materials produced with grant funds must acknowledge Indiana Campus Compact support. **The ICC style Guide** (page 3) will provide parameters for the use of ICC logos, social media tags, etc.

- All marketing and promotional items (both print and electronic) must include the ICC Logo
- All social media posts surrounding the project and made on the institution's social media page, must follow the guidelines for social media as outlined in the Style Guide.
- All press releases, articles, papers, and presentations describing the project must credit ICC for the funding.
- Failure to include ICC on all/any of the referenced outlets will result in a loss of funding.
- Every publication should include the disclaimer that states "Opinions or points of view expressed in this document are those of the author(s) and do not necessarily reflect the official position of Indiana Campus Compact."

- Changes in Project Proposal or Budget

Grantee will notify ICC in writing regarding all changes in project design and/or budget, including the reason for the change. Changes as follows require notification:

- Changes in the scope of the goals of the project
- Changes in the Project Director
- Contracting out any project activities funded by the grant and not specifically identified in the proposal
- Budget adjustment - you are required to submit a revised budget. *Please use the original proposed budget form and highlight your changes*
- Grant extensions – you are required to submit the reasons why the project was not completed along with an expected timeline for completion. The qualification for grant extensions are as follows:
 - The Engaged Campus Grant – This grant does not qualify for an extension on the grant terms nor fiscal reporting
 - Service Engagement Grant – Requests for extensions are reviewed as need. Please note: extension requests will not be granted if the grant project terms will exceed 12 months total
 - Conference Registration Scholarship - This grant does not qualify for an extension on the grant terms nor fiscal reporting
 - Faculty Fellows - This grant does not qualify for an extension on the grant terms. Fiscal reporting extension request may be submitted as needed.

- Reports

Grantees are required to submit reports in accordance with the Reporting Template provided when the grant is awarded. All sections must be received to consider the project completed. The submission deadlines for project reports are provided in the project Memorandum of Understanding.

- Modifications to Award Letters

Modification to award letters shall be in writing and will be signed by both the Sponsor and Grantee.

Indiana Campus Compact Style Guide

Logo

The Indiana Campus Compact logo must be used on any and all printed and/or electronic materials that result from an Indiana Campus Compact funded project, such as flyers, electronic invitations, event handouts, etc.

You may not alter the logos in any manner.

Download logo here – [Indiana Campus Compact logo -red](http://indianacampuscompact.org/indiana-campus-compact-style-guide/) (http://indianacampuscompact.org/indiana-campus-compact-style-guide/)

Press Releases

All press releases promoting an Indiana Campus Compact project must include information about the grant and credit Indiana Campus Compact as the funder. Please forward all press releases to Liza Blomquist at eldnewma@iupui.edu. Press releases must also include the About Indiana Campus Compact paragraph listed below:

About Indiana Campus Compact

Indiana Campus Compact (ICC) is a partnership of Indiana's public, private, and community college higher education institutions focused on advocating, implementing, and improving service engagement, so that students graduate as well-informed, engaged and productive members of society, who are fully enabled to provide leadership and service that advances the public good in their communities. For more information, please visit www.indianacampuscompact.org.

Social Media

We encourage you to use social media to promote your Indiana Campus Compact funded project, and posts must include the hashtag #INCompactNation and tag Indiana Campus Compact as follows:

Twitter – @INCampusCompact

Facebook – @IndianaCampusCompact