Experiential Learning Grant Proposal 2025

FOR REFERENCE ONLY
Before you begin, please ensure you have reviewed the full grant details, eligibility criteria, and expectations on our website: https://www.concordia.ca/academics/experiential-learning/team/el-grant.html
Online application form: https://forms.office.com/r/chzkrDj41p

Key Points to Remember

Application Deadline: Thursday, October 31, 2024, at 12PM (noon)
Results Announcement: Week of November 25, 2024 (all applicants will be notified)
Maximum Funding: Up to $2000 per project

Expectations For Student Applicants:
A Concordia University faculty or staff member is required to supervise your project.
1. After submitting this form, you will receive an automated email with a copy of your application (check your junk/spam folders).
2. Email this saved application to your supervisor and CC experiential.learning@concordia.ca
3. In the body of the email, ask your supervisor to reply-all, confirming they agree to supervise your project.
4. Your application will only be considered once your supervisor confirms via email.
   - It is your responsibility to follow-up with your selected supervisor to ensure that they confirm their supervisory role.

Expectations For All Applicants:
- Projects should demonstrate hands-on learning, clear outcomes, and reflection.
- Funding is up to $2000 per project.
- Recipients must complete projects by April 30, 2025
- You will need to submit a project report and may be asked to share your project publicly.

Selection Criteria:
- Relevance to course or academic program.
- Clear learning outcomes and assessment methods.
- Planned reflective learning exercises.
- Outline of project impact and clear plan for success.

Need help with describing your learning outcomes and reflective learning exercises? Visit our resources:
- For students: https://www.concordia.ca/academics/experiential-learning/students.html#student-resources
- For staff and faculty: https://www.concordia.ca/academics/experiential-learning/faculty-staff.html#faculty-templates

Questions? Contact the Experiential Learning team at experiential.learning@concordia.ca

Section 1. Applicant Contact Information

1. **Concordia ID**
   Enter your answer.

2. **First name**
   Enter your answer.

3. **Preferred first name**
   Enter your answer.

4. **Last name**
   Enter your answer.

5. **Preferred email address**
   Enter your answer.

6. **Phone number**
   Enter your answer.

7. **Past EL Grant recipient**
   Please indicate if you or your student group have received funding via this EL Grant in the past.
   - o 2024
   - o 2023
   - o 2022
   - o 2021
   - o 2020
   - o I/we have never received EL grant funding.

8. **Academic Program/Department**
   Enter your answer.

9. **Applicant Type**
   - o Undergraduate Student
   - o Graduate Student
   - o Faculty Member
   - o Staff Member

Section 2. Student Applicants

10. **When do you expect to graduate?**
    Please select any day within your expected graduation month and year.
    Please input date (M/d/yyyy)

11. Project Supervisor's Name
Your project supervisor must be a Concordia Staff or Faculty Member. They should be able to offer coaching and guidance as needed. Only projects with proof of supervisor will be considered. Please send proof before the application deadline (October 31).

To provide proof of your supervisor's involvement please do the following:
1. After submitting this form, you will receive an automated email with a copy of your application (check your junk/spam folders).
2. Email this saved application to your supervisor and CC experiential.learning@concordia.ca
3. In the body of the email, ask your supervisor to reply-all, confirming they agree to supervise your project.
4. Your application will only be considered once your supervisor confirms via email.
   - It is your responsibility to follow-up with your selected supervisor to ensure that they confirm their supervisory role.

Enter your answer.

12. Project Supervisor's Email Address
Enter your answer.

13. Project Supervisor's Faculty/Department/Unit
Enter your answer.

Section 3. Project Information

All questions must be answered completely. Any missing or incomplete information may impact your chances of receiving the requested grant.

14. Estimated project start date
Please input date (M/d/yyyy)

15. Estimated project end date
Please input date (M/d/yyyy)

16. Project title
Enter your answer.

17. Short description
Please describe your proposed project in one short sentence (about 100 characters including spaces). Ex. "I will collect recycled materials to create sustainable sculptures, and I will showcase these pieces at the 4TH Space sustainable art vernissage in March 2025."
Enter your answer.

18. Detailed description

Please describe your proposed EL project in more detail (900 characters max. including spaces).
Enter your answer.

19. **Partnerships**
Does your project involve other Concordia units/partners or external partners?
   o   Yes
   o   No

20. **Partner(s) list**
Please list the Concordia units/partners or other external partners that are or will be involved.
Enter your answer.

21. **Partnership confirmation**
   o   Has collaboration with the partners been established or agreed on?
   o   No, I have not approached any of the partners yet.
   o   Yes, collaboration has been established/agreed on with all partners.
   o   Yes, collaboration has been established/agreed on with most or some partners.
   o   Other

22. **Tell us more about your project.**
Please select all statements that describe your project or reflect your project's purpose and structure.
   o   This project is required for a Concordia University course that provides credits.
   o   This is a group project.
   o   I am applying on behalf of a registered student group/club/organization.
   o   This project is an unpaid, mandatory internship placement (I/the student must complete the internship to graduate).
   o   This project is related to an undergraduate research opportunity.
   o   Other

23. **Relevance to academics**
If you are a student: please describe at least 2 elements from your academic program that are relevant to your project or that inspired your project (900 characters max. including spaces).

If you are a staff/faculty member: describe how your student's academic program is relevant to your project, referring to at least 2 elements below (900 characters max. including spaces).

Use the following elements to guide you: 1. Overall program description 2. Course(s) 3. Course objective(s) 4. Classroom activity(s) 5. Lecture(s) 6. Reading(s) 7. Extra-curricular activity(s) (ex. speaker series) 8. Undergraduate research
Enter your answer.

24. **Knowledge, skills & concepts learned/acquired**

If you are a student: please describe how the project will allow you to apply the knowledge, skills, concepts learned/acquired from your academic program in a hands-on way (900 characters max.).

If you are a staff/faculty member: Please describe how the project will allow your student to apply the knowledge, skills, concepts learned/acquired from their academic program in a hands-on way (900 characters max.).
Enter your answer.

Section 4. Learning outcomes, assessment methods and reflection

Use these templates to guide you:

Learning Outcomes Template: Consult the Learning outcomes form in our student resources to enhance experiential learning: https://www.concordia.ca/academics/experiential-learning/students.html#student-resources

Learning Outcomes and Assessment Guide: Consult the resources for reflecting and assessing section: https://www.concordia.ca/academics/experiential-learning/faculty-staff.html#faculty-templates

EL Skillsets List: http://bit.ly/ELskills

Reflection exercises: Consult the student and faculty/staff links above.

25. **Define two learning outcomes**
    If you are a student: please define at least 2 of your learning outcomes for the project (300 words max.)

    If you are a staff/faculty member: please define at least 2 student learning outcomes for the project (300 words max.)

    Please use the **Learning Outcomes Template** to guide you. Ex: By the end of the project, I will be able create a social media communication plan for my student association."
    Enter your answer.

26. **Skills acquisition**
    If you are a student: What are the main skills, you plan to acquire through this experience? Select at least two from this list.

    If you are a staff/faculty member: What are the main skills that the student completing the project will acquire through this experience? Select at least two from this list.
    o   Reflection & self-awareness

- o Empathy
- o Global and cultural awareness
- o Judgement and decision-making
- o Creativity
- o Critical thinking
- o Complex problem solving
- o Communication
- o Writing
- o Active listening
- o Public speaking
- o Conflict resolution
- o Social perceptiveness (awareness of others' reactions and understanding why they react as they do)
- o Negotiation
- o Persuasion
- o Teamwork and collaboration
- o Leadership
- o Coordination
- o Monitoring
- o Instructing others
- o Time management
- o Project management
- o Other

27. Learning outcomes assessment

If you are a student: Please describe how the learning outcomes will be assessed by your Concordia faculty or staff supervisor using the Learning Outcomes and Assessment Guidelines.

If you are a staff/faculty member: Please describe how you will assess the student learning outcomes using the Learning Outcomes and Assessment Guidelines.

Be sure to name the assessment tool/method you will use (ex. ePortfolio, written report, presentation, etc.). (900 characters max.)
Enter your answer.

28. Reflection exercises/activities

If you are a student: please describe the exercises/activities that you will use to reflect on the experience. Include a list of the main reflection questions you will answer (900 characters max.).

If you are a staff/faculty member: please describe the exercises/activities that your student will use to reflect on their experience. Include a list of the main reflection to be answered (900 characters max.).

Use the Reflections Template to guide you.
Enter your answer.

Section 5. Project impact, timeline & budget

Types of impact
Micro: Individual. Synthesize and articulate how the ideas and experiences provided by the project might inform you or your student's personal, academic, and/or professional pursuits.
• The project is an exercise in self-discovery (interests, personal strengths, career exploration, etc.)
• The project will lead to a graduate program application • The project will lead to employability post-graduation in a specific field(s)

Macro: Concordia University, Montreal, QC, Canada, International
The project enhances student life or another sector of the Concordia community • The idea/project can be transferred to other universities, community groups, has a longer-term vision, etc.

29. **Impact of project**
    Please describe the impact this project will have on a micro or macro level, or both (900 characters max.).
    Enter your answer.

30. **Prior experience/knowledge**
    Please describe the knowledge and skills that you or your students possess that are necessary to execute the project (ex. taken a course(s) or workshop(s), co-curricular activities, volunteer or work experience). 900 characters max.
    Enter your answer.

31. **Environmental Health & Safety (EHS) training requirements**
    If safety training is required for any equipment and/or regulated goods, you must include proof of training certification. Please see the EHS Guidelines for Training Requirements:
    https://www.concordia.ca/campus-life/safety/training.html
    https://www.concordia.ca/content/dam/concordia/services/safety/docs/EHS-DOC-105_EHSGuidelineforTrainingRequirements.pdf

    Does your project require EHS training/certification?
    o   Yes
    o   No

32. **Have you received the appropriate EHS training(s) for your project?**
    o   Yes
    o   No
    o   I am registered for an upcoming training session.

33. **EHS training proof**
    If you have received training, please upload proof.
    If you are registered for an upcoming session, please upload proof (email confirmation or another screenshot).

    How to name this file: Applicant's Last Name_EHS_ELGrant2025
    File number limit: 1Single file size limit: 10MBAllowed file types: Word, Excel, PPT, PDF, Image
    Upload file

34. Timeline
Please provide a timeline for completing your project and include the key milestones/phases and/or applicable dates.
Enter your answer.

35. Budget sheet
Please download, fill out and save the budget sheet.
Follow the file naming convention in the sheet. Upload it here.

Access the budget sheet here:
https://www.concordia.ca/content/dam/concordia/academics/experiential-learning/docs/EL-Grant-budget-template.xlsx
File number limit: 1Single file size limit: 100MBAllowed file types: Word, Excel, PPT, PDF, Image
Upload file

36. Total budget/cost
Please provide the total budget/cost for this project listed on your budget sheet.
The value must be a number.

37. Total funding request from the EL Grant
Please provide the funding amount requested from the El Grant listed on your budget sheet.
The value must be a number.

38. Multiple submissions
If you're submitting multiple proposals for the EL grant, please indicate which one is the priority.

39. Additional comments