Call for Proposals:  

Course Development

Deadlines:
May 20th (for Spring 2019 courses)

Amount: $750 - $1,500

The Lehigh Valley Engaged Humanities Consortium (LVEHC) seeks proposals that support the development of community-based learning coursework and activities, open to faculty at all higher education institutions across the Lehigh Valley (including community colleges). In general, we encourage proposals to include a planning semester and an execution semester, but we welcome well-developed proposals for the semester immediately to follow.

Introduction to the LVEHC:
Generously funded by a grant from the Andrew W. Mellon Foundation through June 2021, the Lehigh Valley Engaged Humanities Consortium (LVEHC) (http://sites.lafayette.edu/lvehc/) fosters exploration of personal, historical, and community narratives that have emerged in the past half-century in the region using methods of the humanities and arts. The LVEHC is guided by a steering committee composed of representatives of a dozen Lehigh Valley academic and cultural institutions.

LVEHC Main Themes:
- The diversity of communities in the Lehigh Valley over the past 50 years.
- The changing nature of work in the Lehigh Valley over the past 50 years.
- The process of story-making in the Lehigh Valley over the past 50 years.
- The evolving landscape, environment, and sense of place in the Lehigh Valley over the past 50 years.

Funding:
- Faculty members receive stipends of $1,500 each for development of a new course; $750 for enhancement of an existing course.
- Further funding is possible for project development, supplies and materials up to $2,000 per proposal, as necessary and subject to restrictions.
- Funds will be distributed in two even allotments: one upon notification of award, and one upon completion of the post-award responsibilities.
- Funding must be distributed to a sponsoring institution who will manage the funds in conjunction with the awardee. If the awardee’s home or partner organization/institution is unable or unwilling to receive the grant funds, the awardee will be responsible for declaring the funds on their tax returns.
- Awardees will be responsible for retaining receipts related to grant expenditures.

Application Process:
- Submit a two-page (500 words) proposal, accompanied by any relevant letters of support, to the Steering Committee co-directors via email at LVEngagedHumanities@gmail.com, or by filling out the Proposal Submission Form.
- Applications will be reviewed by the LVEHC steering committee; responses can be expected approximately three weeks after proposal submission.
- Contact the grant co-Directors (contact info below) if you would like to submit a proposal for a summer course or an interim course.

Proposals should contain:
- One-paragraph summary of the course;
- List of any collaborating organizations (including a brief letter of support from participating staff/faculty at collaborating organization);
- Proposed subject area/s and anticipated impacts on the students and community;
- An itemized budget outlining proposed expenses;
- Statement of how the proposed event aligns with the LVEHC themes (see above).
Considerations:

● Special consideration will be given to projects that involve two or more institutions.
● Special consideration will be given to projects that enhance or connect with the activities of the Allentown Arts Museum, Easton Area Public Library, Karl Stirner Arts Trail, and/or Sigal Museum.
● Proposed events that align with the LVEHC Themes (see above) will be prioritized for funding.
● Preference will be given to faculty who have attended a LVEHC workshop or symposium on community-based research ethics and strategies.
● Preference will be given to proposed courses that will generate resources such as oral histories, image collections, or other digital assets, potentially to be made publicly available for research (subject to IRB and intellectual property policies).

Post-award Responsibilities:
A 400-500 word reflective statement, including expenditures, will be required within 30 days of the conclusion of the course. With the assistance of the grant coordinator, this statement will be developed into a blog post that will be posted on the LVEHC website and will also be used for grant reporting. The statement can be written in the first-person, should be accompanied by one or two photos of the author/s, and can include: a description of the project and process, reflections on successes/challenges, and/or thoughts on future research and/or teaching. These statements can be collaborative and offer perspectives from the different participating organizations.

LVEHC Mellon Grant Steering Committee:
Andrea Smith (smithal@lafayette.edu), Grant Co-Director, Lafayette College
Charlotte Nunes (nunesc@lafayette.edu), Grant Co-Director, Lafayette College
Allentown Art Museum
Cedar Crest College
DeSales University
Easton Area Public Library
Karl Stirner Arts Trail
Lehigh University
Lehigh Valley Association of Independent Colleges (LVAIC)
Lehigh Valley Research Consortium (LVRC)
Moravian College
Muhlenberg College
Northampton County Historical and Genealogical Society / Sigal Museum

LVEHC Mellon Grant Coordinator: Kate Pitts (pittsk@lafayette.edu)

* Calls for Proposals are subject to change. Please consult the website (http://sites.lafayette.edu/lvehc) for up to date guidelines and restrictions.
Allowable Expenditures and Funding Restrictions:

Allowable Expenditures:
- Stipends
  - Flat fee amounts granted to faculty, librarians, community partners, researchers and others
  - These amounts do not require budget breakdowns
- Technology
  - Rental or purchase of hardware such as photography and recording equipment
  - Purchase or licensing of software, cloud storage, etc.
- Honoraria for speakers, performers, and community partners
- Archival acquisitions, digitization costs, and other research-related expenses
- Books, films, licensing fees, art supplies and other expenses for classes and public events

Andrew W. Mellon foundation grants cannot be used for any of the following. Therefore, budgets submitted to LVEHC should not include these items:
- Food and catering expenses
- Venue rentals
- Projects in social sciences or STEM fields
  - However, proposals exploring humanities-related social sciences, and productive relationships between the arts and humanities and the natural and social sciences will be considered
- Endowment management fees
- One-off conferences
- Undergraduate travel, tuition, or financial aid

For further information on the Andrew W. Mellon Foundation’s grantmaking policies and guidelines, please visit: https://mellon.org/grants/grantmaking-policies-and-guidelines/grantmaking-policies/