

2024-2025 Call for Proposals: The Kutsche Office of Local History's Community Collaboration Grant

Purpose

The Kutsche Office of Local History's Community Collaboration Grant provides funding to Grand Valley State University (GVSU) instructors conducting local history projects with community partners in West Michigan. This grant is for instructors who already have a project underway that could benefit from additional university resources, or who are seeking to get a new collaboration off the ground.

This is a competitive grant awarded twice each academic year. Grants are awarded for up to \$11,000 with potential additional funding to pay a student research assistant. **At least half of the requested funding (excluding student wages) should be earmarked to directly benefit the community institution.**

About the Kutsche Office of Local History

The Kutsche Office is housed in the Brooks College of Interdisciplinary Studies at GVSU. Established in 2008 by a generous donation from anthropologist and Grand Rapids native Dr. Paul Kutsche, the Kutsche Office's mission is to use history to give voice to diverse communities in West Michigan. We foster intentional, deep community connections through the collection, preservation, and dissemination of the diverse histories of underrepresented populations in the region. The Kutsche Office serves as a bridge between the university and the West Michigan local history community.

Eligibility & Terms

Any current GVSU instructor is eligible to apply, including adjunct, temporary, tenured, tenure-track, and visiting professors. Grantees must be employed with GVSU as an instructor for the duration of the grant cycle. Funds cannot be used for the grantee to pay themselves any form of wages, stipends, or honoraria. **A list of common eligible expenses is included at the end of this document.**

Collaboration with at least one community partner is required. Grantees must have an agreement with the community partner prior to applying for the grant. **At least half of the grant funding should be earmarked to directly benefit the community institution.** Community partners are any affiliation group that is not directly housed with or funded primarily by GVSU.

Direct, hands-on involvement from at least one enrolled GVSU student is required. Student involvement could include having an entire class contribute to the project as part of assigned coursework. Examples of student involvement include transcription, oral history training, designing museum materials, and scanning documents. Additional funding may be provided to hire a student for 8-10 hours per week, for up to two semesters. The grantee is responsible for hiring, training, supervising, and creating useful, experiential, educational opportunities that directly benefit the student's academic and/or professional goals. Potential student participants are subject to GVSU's terms of student employment eligibility.

Reporting

Depending on the nature and progress of the project, grantees and/or their student workers may be asked to review materials on research ethics related to oral histories, community collaboration, or other relevant subjects. If this is needed, it will be outlined in the acceptance letter.

The Kutsche Office aims to keep paperwork to a minimum so grantees can focus their resources on creating meaningful experiences and outputs. Grant recipients will meet with Kutsche Office staff midway through their granting cycle to provide a general update and so staff can address any concerns.

At the end of their cycle, grantees will submit a brief article written for a generalist audience, with some accompanying visuals, to be published in the Kutsche Chronicle and for our internal records. They will also be required to present their work at a public event hosted by the Kutsche Office. Throughout the process, grant recipients, their projects, and their partners may be identified in the Kutsche Office's internal records, annual reports, meetings, social media, and publications.

Application Package

1. Proposal, 3-5 pages total (outlined below)
2. Current curriculum vitae
3. Letter of support from community partner (including contact information)
4. Letter of support from faculty member's department chair or unit head

Proposal

Section 1: Abstract and Timeline

Provide a clear, concise description of your project and goals. Tell us where you are in the project and a rough outline of the project's development. Demonstrate how this project aligns with the mission of the Kutsche Office and reflects a sustained commitment to your community partner.

Section 2: Community Impact

Describe how this project will impact the local community. Include explanations of what role will your community partner will play, what level of planning, participation, and oversight your community partner will provide, and what will happen to the outputs and community relationships once the project is complete. **At least half of the grant funding (excluding student wages) should be earmarked to directly benefit the community institution.**

Section 3: Experiential Learning

Outline how you will include current GVSU student(s) in your project: the type of work they may do and the benefit this work will have toward their educational goals. Explain the significance of student support in this project and what their training and guidance will look like.

Section 4: Budget

Outline your full project budget, noting where you intend to utilize these grant funds. Explain the purpose of any services, materials, and/or supplies. **A list of common eligible expenses is included at the end of this document.** Please note if any aspects of your project are contingent upon outside funding.

Examples of Eligible Expenses

This list is not comprehensive.

Please contact the Kutsche Office if you have questions about specific expenses.

- Supplies
 - Audio recorders, microphones, and cameras
 - Scanning, copying, and printing supplies
 - External digital storage devices*
 - Digital (cloud) storage space*
 - Batteries, cords, chargers, bulbs, cases, and other peripheral items
 - Packing, shipping, and moving supplies

- Services
 - Professional consultants, researchers, or speakers
 - Compensating oral history participants
 - Videography and photography
 - Packing, shipping, and moving fees
 - Fees to access or acquire research materials
 - Graphic design and publishing services
 - Audiovisual conversion, editing, and post-production services
 - Digital storage and file hosting*
 - Website design and hosting*
 - Transcription equipment and/or services
 - Translation and interpretation
 - Bus or car rental for a community partner group/event
 - Repair and restoration services

- Miscellaneous
 - Relevant travel for the grantee, student worker(s), and community partner
 - Community partner event supplies like catering, printing, and advertising
 - Supplies, storage, and maintenance for relevant community partner materials*
 - Securing and outfitting a space to conduct interviews or host events

** These items can incur costs that extend indefinitely. Please make sure any items or services purchased with this grant can be sustained by the community partner once the grant period and/or project is complete. Purchasing these items with Community Collaboration Grant money in no way obligates the Kutsche Office, grant recipient, or any GVSU entity to cover future related costs.*