



National University of Ireland, Galway
Ollscoil na hÉireann, Gaillimh

ALIVE Civic Engagement Fund

Civic Engagement Portfolio Guidelines

Introduction

The ALIVE Civic Engagement Fund was made possible by the NUI Galway Alumni Gala Banquet Ball proceeds of 2007. The Civic Engagement Fund will offer groups of NUI Galway students the opportunity to bid for seed funding to develop innovative civic ideas into concrete projects in order to create awareness and social change, both nationally and internationally. Participation in this programme will empower students to act on their civic passions and develop transformative experiences.

Guidelines outlined below:

Civic Engagement Portfolio

- 1. Project Narrative**
- 2. Project Data**
- 3. Additional Material**

Submission

Support

Civic Engagement Portfolio

The goal of the document is to provide a captivating and exciting presentation of outreach and engagement projects by NUI Galway students with their community partners. Use photos, graphics and colour to illustrate your project. The ALIVE programme will feature descriptions of each of the ALIVE Civic Engagement Funded Projects of 2008-2009 on the ALIVE website and other publications.

For the document, we ask that you provide three types of information:

- 1. A narrative abstract**
- 2. Additional material: Photos, documents and links to web-sites**
- 3. Data about your project**

1. Project Narrative

Please draft a 500 word description of your project that highlights the seven points listed below.

- ↪ **What did you do?** Explain your project fully: did you plan an event, create a website, etc.
 - How did you do it?
 - Did you encounter any challenges?
- ↪ **What community benefited from the project?** What was the positive impact of the project? Who benefited – students, citizens, Galwegians?
- ↪ **How were NUI Galway students involved in the project?** What was the impact on their academic, personal, and civic development?
- ↪ **With what NUI Galway units did you partner?** Why was the partnership important? How did collaborating across units or disciplines strengthen NUI Galway's impact on the community?
- ↪ **With what community (or other type) organization(s) did you partner?** Why was the partnership important? How did collaborating with a non-NUI Galway organization strengthen the impact on the community?
- ↪ **How do you plan to sustain or evolve the project over time?**

2. Data About Your Project

Please tell us in a 200 word description the details of your project referring to the points listed below.

- ↪ **Who was involved?**
 - Number of NUI Galway Students involved in the project: Undergraduate, Masters students, Doctoral students?
 - Staff Member(s) involved
 - Department or Unit, School or College
 - Other campus units: Students Union, etc.
 - Community partners: List full name (explain acronyms) and contact details.
 - Schools, Colleges and Universities involved in the project: Full name of school and location.
- ↪ **Funding Details**
 - How was the project funds used (please detail: travel, operating supplies, equipment)?
 - What were you able to do with these funds that you would not have been able to do otherwise?
- ↪ **Your Contact Information**
 - When ALIVE features your Civic Engagement project we will at the bottom of each project description have contact details for further information: “For more information please contact...”
 - Please provide names, titles, and contact information for the Community organisation, students and staff involved.

3. Additional material: Photos, documents and links to web-sites

Please provide on a CD and/or a hardcopy of:

- ↳ Brochures, posters, and other printed documents
- ↳ Photographs of publishable quality, with captions detailing who is in the photo and where and when.
- ↳ Other types of images: logos, etc.
- ↳ Web-Site addresses to the project or to organizations: anything that you would want people to explore further

*Reminder: Public acknowledgment of funding should be included in any printed programs, reports, press releases, or publicity materials. Please use the ALIVE logo, NUI Galway logo or the following single line of text for such acknowledgments:

This program is supported by the ALIVE Civic Engagement Fund of the
National University of Ireland Galway.

Submission

Please submit to the ALIVE office your Civic Engagement Portfolio by 1st April 2009. Your project will be featured by ALIVE on websites and in other material. Also your project will be highlighted at the ALIVE Certificate Ceremony 2009. Format for submission: Please submit to ALIVE via email. You may wish to submit a hardcopy also.

Support

For support in preparing your Civic Engagement Portfolio contact the ALIVE office. Lorraine Tansey, Student Volunteer Coordinator, Community Knowledge Initiative, National University of Ireland, Galway, University Road, Galway.

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