



THE OHIO STATE UNIVERSITY

OFFICE OF OUTREACH AND ENGAGEMENT

**“Spark” Grants for Community Arts Engagement  
Office of Outreach and Engagement/  
Vice Provost for the Arts  
The Ohio State University**

Please complete the application below and submit via email as a PDF to Vice Provost for the Arts Lisa Florman at [florman.4@osu.edu](mailto:florman.4@osu.edu) by **March 17, 2025, at 5 p.m.**

**Description:** Thanks to generous funding from the Mellon Foundation, the Office of the Vice Provost for the Arts is continuing a program designed to encourage community engagement through the arts, especially with communities served by our regional campuses. Grants will be awarded in amounts between \$1,000 and \$25,000 in support of a variety of projects. Applications will be judged on multiple criteria: (i) the innovative and cross-disciplinary nature of the proposal, (ii) its intended impact on a well-defined community, (iii) the geographic scope of the project and its ability to touch significant numbers of Ohioans, and (iv) its potential for scalability or sustainability with outside funding.

Funding may be used to support faculty release time, payments to undergraduates, graduate students or post-doctoral fellows for their work, performance costs, supplies, materials, incentives (as allowable by university policy), program materials, travel, meetings or data collection and analysis.

**Eligibility:** Faculty, students and staff are all eligible to apply. Applications from multiple people serving different constituencies are especially welcome.

**Instructions:** Please provide all requested information, closely following the word counts where indicated. Please also identify a staff member who will serve as the primary fiscal contact for the grant.

**Applicant Name(s):**

**Email(s):**

**Applicant Title(s) and Affiliation(s):**

**Fiscal Contact Name:**

**Fiscal Contact Email Address:**

**Community Partner (individual or organization):**



**Project Summary** (500 word maximum):

- Provide a brief description of the project, and indicate if this is a new initiative, a pilot project, or an expansion of an existing initiative.
- Provide evidence of need by describing:
  - perspectives expressed by key stakeholders or groups
  - relevant scholarship or rationale

**External Community Partners and/or Participants** (250 word maximum):

List external partners and describe how they are or were involved in the planning process, implementation, and goal setting. These can include schools, libraries, nonprofits, and other institutions.

**Campus Partners and/or Participants** (250 word maximum):

List campus partners and describe how they are or were involved in the planning process, implementation, and goal setting. These may include faculty members, staff, students, departments, centers, research teams or other entities at the university.

**Partner Benefits** (250 word maximum):

Projects must be beneficial for community partners. In advance of applying, please confirm with community partner(s), specifically, how they see the project benefiting them and/or the audiences or participants they serve.

- **Explain external partner and/or participant benefits**
  - How does the project benefit your partners and/or participants?
  - Describe how the community partner has been or will be involved in this project?
- **Explain campus partner and/or participant benefits**
  - How does the project benefit the campus partners? (e.g. faculty, staff, students, campus groups.)

**Timeline and Objectives** (250 words maximum):

Describe the process for how you plan to achieve your goals and objectives, including a detailed timeline.

**Assessment Plan** (250 word maximum):

Describe your project assessment plans including how you will monitor the quality of your outreach work, assess whether your work reached stated project objectives, and how you will gather relevant feedback from project participants.

**Funding Requested** (up to \$25,000):

**Budget narrative and proposed expense categories** (250 word maximum):

Provide an explanation and justification of how funds will be used to support the activities described in the funding request. Specifically explain how your budget will support the activities and people described in your proposal and how, if the project is ongoing, it would change were funding not to be awarded.

Provide a budget estimate for the following line items:  
Personnel (e.g., PI, students, community partners)



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Non-Personnel

Meetings

Travel

Equipment/Supplies

Participant Incentives

Other

**Participation with the Office of Outreach and Engagement** (250 word maximum): We are interested in learning more about your participation with the Office of Outreach and Engagement (e.g. Roads Scholars Day; Engaged Scholarship Symposium; Community of Practice Meetings, professional development, grants, awards, etc.) and/or the Arts Engagement Community of Practice. **This is for informational purposes only, replying *none* does not exclude any applicant from the grant program or lessen their chances of receiving a grant.**