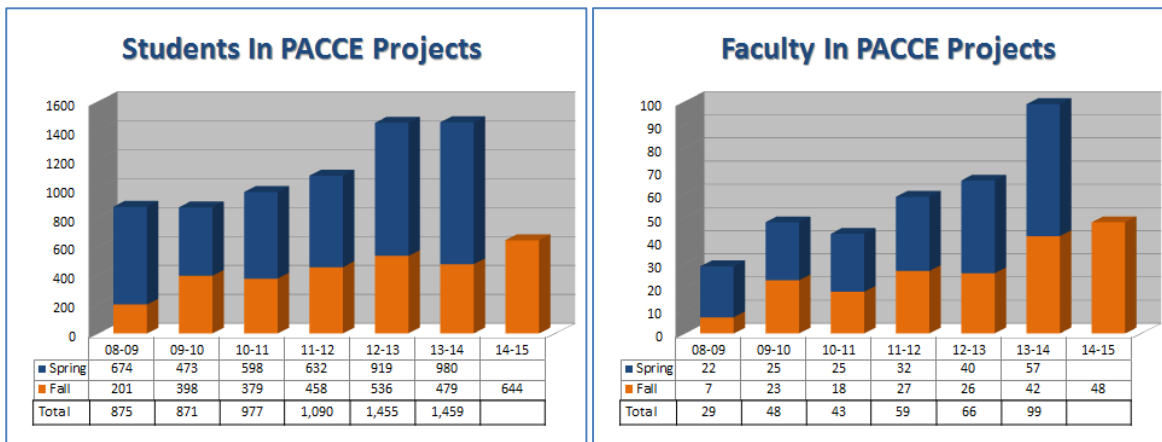




TO: Faculty, Instructional Staff and Others Involved with PACCE
FROM: Kevin Bernhardt, Director of PACCE on Behalf of the Staff of PACCE
SUBJ: Changes in PACCE Funding Policy and Proposal Forms
DATE: January 2015

A milestone has been passed in the use of PACCE funding – demand has exceeded supply. This is a great problem because it means that service/experiential learning is being used more widely across campus as the graphics below illustrate.



While a great problem to have, it is a challenge nevertheless. Allocation of funding must shift to a process more amenable to the reality of funding demands. This letter is an explanation of an updated process that PACCE will use beginning with the spring 2015 semester.

The principles in developing this new process include:

- A goal of funding the greatest number of projects and students
- Funding based more on a shared approach versus funding by PACCE only (extend the available dollars)
- Approval of funding that targets
 - o costs more directly accrued by students
 - o current project costs versus longer-term items
- Greater evaluation of Scholarship of Engagement quality
- Reserve funding for due dates prior to and after the beginning of the semester

To that end the following changes have been made and will be implemented in Spring 2015. Further changes may be needed and your feedback throughout will help direct those changes.

- Funds made available for Summer and Fall versus Winterim and Spring terms will be a 40-60 percent split respectively. This split is based on historical usage.
- Within each primary term (Fall and Spring) there will be three dates when proposals can be turned in (due dates). The dates will be approximately one



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- month prior to the start of semester, a week after classes have started, and 4-6 weeks into the semester. Due dates will be published on the PACCE website. Available funding will be split among and reserved for each of the three due dates so that some amount of funding will always be available at each due date. Proposals not funded may be resubmitted.
- As in the past all proposals will be reviewed by a PACCE Review Team that consists of representatives from each college, a representative from Financial Services, and the director of PACCE. New in the review is the use of a Scholarship of Engagement rubric that will score each proposal. After budget evaluation and adjustments, proposals will be approved beginning with the highest scored proposal until funds run out. The rubric is available in Appendix A of the Pioneer Engagement Scholars Proposal Directions on the PACCE website.
 - Some budgeting guidelines and rules have been changed or added to be in congruence with the principles stated above. Please see the “Proposal Directions” on the website for a full discussion. In brief the changes/additions include:
 - o The first \$5 per student of on-campus printing costs must be covered by the students’ allocation for printing. Any on-campus printing needs greater than \$5/student is eligible for PACCE funding.
 - o Personal computing equipment approved for the project such as laptops, ipads, tablets, notebooks, etc. must be cost-shared with 25% from PACCE and 75% from another identified source. Desktop computers and accessories are not eligible for PACCE funding.
 - o Any single item, or set of components needed for a single functioning item, that exceed \$2,500 is not eligible for PACCE funding.
 - o The proportional amount of any single item, or set of components needed for a single functioning item, that is greater than \$1,500 and less than \$2,500 must be costs shared with 50% from PACCE and 50% from another identified source. PACCE can cover 100% of approved single item costs up to \$1,500.
 - o The following is not new, “Any supplies, materials, equipment, software, etc. that will be owned by or in possession of an individual or organization other than UW-Platteville is generally not eligible.” However, there are exceptions and the “Proposal Directions” provide information on the exceptions.

Thank you and if you should have any questions now or in the future please get in touch with any member of the PACCE staff. And, finally, thank you for your work in helping our students and community partners *Experience – Grow – Make a Difference*.

Kevin Bernhardt, Director
Kathy Neumeister, Sr. Marketing Specialist
College Engagement Specialists:
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BILSA: Dawn Lee
LAE: Carole Spelic

Cheryl Bockhop, Administrative Assistant
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