University Social Engagement Fund (USEF) Management Guidelines

(Revised: October 2, 2017)

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1. Introduction

1.1 One of the key thrusts of De La Salle University (DLSU) is social engagement. Social Engagement refers to the ways individuals and groups come together to advance the public good, address systemic challenges, or to influence the direction of a community." (The Washington Center, 2015)

Distinct from the public service that is done by government and civil society, coming together as a university for the public good must be characterized by our academic strength - scholarship. The university's revised Vision-Mission states this very clearly:

> *"A leading learner-centered and research University bridging faith and scholarship, attuned to a sustainable Earth, and in the service of Church and society, especially the poor and marginalized."*

(DLSU Vision – Mission, 2016)

'Environmental sustainability', 'Service to Church and Society especially the poor and marginalized' should therefore be made an integral part of our university's various areas of scholarship namely:
   a) Research (Scholarship of Discovery)
   b) Interdisciplinary Fora (Scholarship of Integration)
   c) Teaching (Scholarship of Sharing Knowledge)
   d) Community and Public Engagement (Scholarship of Application)

(Boyer, 1996)

1.2 Given this paradigm, DLSU is taking a proactive approach in implementing social engagement projects of the University. A Fund was set to support social engagement projects of the University.

1.3 The purpose of these Guidelines is to govern the systematic use of this Fund.

2. Purpose of the Fund

2.1 The University Social Engagement Fund is intended to provide financial support to social engagement projects that contribute to the achievement of the following strategic goals of the university:

Code	Measure
KRA5 – G1 – M1	% of DLSU Units with at least one (1) sustainable social engagement project
KRA5 – G1 – M2	Increased involvement of faculty, student and personnel in DLSU social engagement programs and activities a. *% of student organizations involved in social engagement programs and activities* b. *% of support staff engaged in social engagement programs and activities* c. *% of academic staff engaged in social engagement programs and activities*
KRA5 – G1 – M3	Increase in the number of social engagement options under the four components of the Sustainable Dev't Goals Localization Project: • *Lasallian Accessible, Relevant and Alternative Learning or L-ARAL (Education)* • *Lasallian Social Enterprise for Economic Development or L-SEED (Social Enterprise)* • *Lasallian Environmental Sustainability and Governance or L-EnviSage (Environment/DRR)* • *Lasallian Health Education, Accessible Resources and Training Services or L-HEARTS (Health & Wellness)*
KRA5 – G2 – M1	Academic programs with service-learning component as validated by COSCA: a) *% of undergraduate programs with service learning component* b) *% of of graduate programs with service learning component*
KRA5 – G2 – M2	Increase in the no. of international service-learning activities
KRA5 – G2 – M2	Student Satisfaction in Service-Learning
KRA5 – G3 – M1	% of members of the Lasallian Community engaged in activities related to the realization of the SDGs
KRA5 – G3 – M2	Number of public engagements that allows sharing of expertise for the realization of the SDGs
KRA5 – G3 – M3	Metrics to gauge SD impact of DLSU initiatives

2.2 Social Engagement includes all programs, projects and activities that seek to benefit any of the following:

- **Peoples' organization (PO) or community-based organizations** – organizations that represent marginalized and disadvantaged sectors such as urban poor, indigenous peoples, small fishers, laborers, farmworkers, women, persons with disabilities, children.

- **Non-government organization (NGO)** - non-profit, voluntary citizens' groups or institutions organized at the local, national or international level to perform a variety of service and humanitarian functions, bring citizen concerns to Governments, advocate and monitor policies, encourage political participation, etc.

- **Government Agencies** – barangay, city / municipal, provincial government units and national government agencies implementing projects that benefit communities or vulnerable sectors.

- **Faith-based organizations** - charitable organizations affiliated or identified with one or more religious organizations (i.e Christian, Muslims, Buddhist, etc.). For example Rural Missionaries of the Philippines, St Mary Magdalene, etc.

- **Social Enterprises and Industry-based Organizations** – Organizations that develop, manage and sustain business ventures that solve human development problems whether in poverty, hunger, environment, human rights, education, political freedom and other important issues (Shrestha & Appanah, 2007).

- **Public Schools and Parochial Schools** – government, parish-based and diocesan schools at the elementary or secondary level.

- **DLSP Projects** – projects initiated by DLSP or other La Salle Schools that benefit a community or any vulnerable sector of society.

Possible projects include but are not limited to the following:

- *Socially-Engaged Research*
  - *Research 'For' and 'With' the poor and marginalized*
  - *Studies that help build greater awareness on poverty, education, good governance and environmental issues;*
  - *Studies that develop sustainable solutions towards nation-building;*

- *Service-Learning*
  - *"course-based, credit bearing educational experiences in which students*

(a) participate in an organized service activity that meets identified community needs, and (b) reflect on the service activity in such a way as to gain further understanding of course content, a broader appreciation of the discipline, and an enhanced sense of personal values and civic responsibility (Bringle & Hatcher, 1995, p. 112)."

- *Interdisciplinary Fora*
  - *Inter-department, inter-college, inter-school fora / conference that seeks solutions to societal problems like poverty, ecological degradation, poor governance, youth at risk, etc.;*
  - *Issue-awareness / advocacy activities for the last, the lost and the least;*

- *Public Engagement*
  - *Provision of expertise and technical assistance to government, civil society, faith and industry-based organizations implementing programs, projects and activities on poverty, education, good governance and environmental sustainability;*

- *Direct Service to the Poor and Marginalized*
  - *Involvement of students, academic and support staff in a program that provides social services, humanitarian assistance, capacity-building and the like for a disadvantaged community or sector;*

- *Others*

(Primer on the DLSU CE Framework, 2011)

2.3 Sustainable Social Engagement projects are those that include ANY of the following components:
- Advocacy Work for Laws, Ordinances and Policies for the public good, especially the poor and marginalized;
- Training or Capacity-Building for the Social Engagement Partner;
- Continuing but developmental partnerships[1] with government, civil society, faith and industry-based organizations implementing programs, projects and activities on poverty, education, good governance and environmental sustainability;

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[1] The community or organization should be the most recent partner of the unit. In a developmental partnership, succeeding projects build upon the results of the previously implemented one. The partner should also have an increasing role as the partnership progresses.

3. Allowable Expenses

3.1 The University Social Engagement Fund (USEF) may be utilized for project-related expenses in any of the following cost items:

   a. Transportation – must include estimated fare to be spent going to the site and coming back to DLSU, must also include travel itineraries;

   b. Accommodation – must indicate number of nights of stay, the reasonable rate per night, and the number of persons who will be staying in the place;

   c. Food – must include number of expected participants and the reasonable amount per participant;

   d. Training material development – must indicate how long the materials will be developed and the number of person/s who will develop;

   e. Reproduction of training materials – must specify the estimated number of pages to be photocopied;

   f. Honorarium – must indicate the expected number of trainings and the resource persons for the training. It must also indicate estimated fees to be paid to the resource person/s. No honorarium however, will be given to DLSU employees

   g. Training supplies – must identify office supplies to be used including certificates to be given to participants;

   h. Documentation – must include whether photo or video documentation, must indicate the estimated fees to be paid to service provider (must be documented in a contract);

   i. Impact assessment and report writing – must indicate the mechanism of assessment and how long the assessment and report writing be done;

   j. Capacity building expenses, such as participation in relevant trainings, seminars and fora;

   k. Other related expenses – to be justified by the applicant.

3.2 A section in the application document must be dedicated for itemizing these costs.

3.3 In case of budget re-alignment, a request must be sent to the Vice President for Lasallian Mission highlighting the justification for re-alignment.

3.4 The Lasallian Mission Council does not allow the reimbursement of expenses for a proposal that has not been approved.

4. Application Process and Requirements

4.1 A faculty member (or a team of faculty members) initiates the process by writing a formal application addressed to the Vice President for Lasallian Mission **at least 2 weeks before** the actual implementation date of the social engagement project.

If the applicant is an individual, it must be noted by the Department Chair. If the application is made by a team of members coming from different academic departments, then the application must be noted by the Chairs of these departments. All applications must be recommended by the External Affairs Director of the College and duly noted by the Dean;

4.2 For other offices and applicants, all applications must be noted by their respective heads and the President or Chancellor;

4.3 The application letter must include a project proposal using the proposal template [2] that includes the following:

    a. Rationale
- *University SE Strategic Goal being Addressed*
- *Social Problem being Addressed*

    b. Project Outcomes / Objectives
    c. Projected No. of Participants:

Sector	Total Population	Expected No. Participants
Academic Staff from the Unit		
Support Staff from the Unit		
Undergraduate Students		
Graduate Students		

    d. Brief Background and Contact Information of Intended Beneficiaries / Partners
    e. Work Plan
    f. Detailed Costs for the Project

4.4 All applicants are encouraged to exhaust available department- or college-level resources before making use of this Fund. Whenever possible, proponents must seek project counterpart (financial, material or human) from its intended partners.

4.4 Each grant shall be formalized in signed Terms of Reference documents where

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[2] See Annex B: University Social Engagement (USEF) Proposal Template

deliverables are specified.

5. Project Approval and Completion

5.1 All applications shall be evaluated and approved by the Lasallian Mission Council. The Council shall exercise discretion over the use and terms of all grants and shall provide written explanation to all applicants;

5.2 Priority shall be given to sustainable social / community engagement projects as described in Section 2.3;

5.3 A Project Accomplishment Report must be submitted to the Office of the Vice President for Lasallian Mission with a copy furnished to cosca@dlsu.edu.ph one (1) week after the activity is held. The Lasallian Mission Council will not process any proposal from Colleges, Units, and Offices with pending Accomplishment Reports.

5.4 The following are expected to be contained in the written and digital copy of the Accomplishment Report:

    a. An executive summary of the project;

    b. Financial report (budgeted versus actual spent) with supporting official receipts;

    c. Number of beneficiaries;

    d. Assessment of the project: actual vs. intended outcomes / objectives (evaluation from participants and organizers);

    e. Recommendations;

    f. Photos (hard and digital copies) with brief description;

6. Other Provisions

6.1 To ensure adequate funding throughout the year, the pattern of spending must ensure that at least one third of each budgetary item in the Fund remains available for use during each trimester;

6.2 All other regulations on disbursement, liquidation, and oversight shall follow relevant accounting policies and procedures of DLSU

6.3 The VPLM shall render periodic reports on the usage of the Fund at meetings of the University Mission Committee.

Annex A: Community Engagement Checklist

University Social Engagement Fund (USEF) Proposal Checklist

College / Department / Office	
Program / Project / Activity	
Person Responsible	
Implementation Date	

The proposal should comply with <u>ALL</u> of the following eligibility criteria to be eligible for funding:

√	Eligibility Criteria	Remarks
☐	1) Proponent(s) are DLSU academic[3] or support[4] staff.	
☐	2) Proposal includes a formal letter addressed to the VP for Lasallian Mission.	
☐	3) The proposal has been noted / approved by the following: • *Chair of the Unit(s) / Department(s) Involved* • *External Affairs Director / Coordinator* • *Dean / VP / VC*	
☐	4) The proposal describes the Social / Community Problem being addressed by the project.	
☐	5) The proposal contributes to **ANY** of DLSU's SE Strategic Goals.	
☐	6) The proposal has **ALL** of the following components: • *Specific and Measureable Outcomes / Objectives.* • *Expected Participants from the Unit* • *Brief Background and Contact Information of the Partner* • *Work Plan and Detailed Project Cost* • *Sustainability Component (if applicable)*	•

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[3] Full-time or part-time faculty members or ASFs with teaching or research load.

[4] ASFs, APSPs, CAPs with no teaching load.

| ☐ | 7) The project or activity would benefit any of the following:

• *People's Organization / Non-Government Organization*
• *LGU / Government project on poverty, environment, good governance and youth at risk*
• *Faith-based or Industry-based organizations dealing with poverty, environment, good governance and youth at risk*
• *Social Enterprises*
• *Public / Parochial Schools*
• *DLSP Projects or Schools dealing with poverty, environment, good governance and youth at risk* | |

☐ **7 Pts. – APPROVED**   ☐ **<7 Pts – Disapproved / For revision**

Remarks: _____

_____

_____

Evaluated by: Ms. Fritzie Ian P. De Vera   **Date:** _____

Annex B: University Social Engagement (USEF) Proposal Template

I. College / Department / Unit: Click or tap here to enter text.
      Total No. of Academic Staff: ____
      Total No. of Support Staff: ____

II. Title of Program / Project / Activity: Click or tap here to enter text.
III.   **Person Responsible:** Click or tap here to enter text.
      Email: Click or tap here to enter text.
      Mobile No: Click or tap here to enter text.

IV. Implementation Date: Click or tap to enter a date.
V. DLSU SE Strategic Goal(s) Being Addressed:
    Click or tap here to enter text.

VI. Social / Community Problem Being Addressed:
    Click or tap here to enter text.

VII. Specific and Measurable Outcomes / Objectives:
    Click or tap here to enter text.

VIII. Expected Participants from the Unit:

Sector	Total Population	Expected No. Participants
Academic Staff from the Unit		
Support Staff from the Unit		
Undergraduate Students		
Graduate Students		

IX. Sustainability Component (Check all that applies below):
    ☐ None
    ☐ Training / Capacity-Building for the Partner
    ☐ Policy Advocacy / Development related to the Social Problem being Addressed
    ☐ Continuing and Developmental Partnership [5]
    ☐ **Others:** Click or tap here to enter text.

    Explanation: Click or tap here to enter text.

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[5] The marginalized community or group should be the most recent partner of the unit. In a developmental partnership, succeeding projects build upon the results of the previously implemented one. The partner should also have an increasing role as the partnership progresses.

X. Brief Background of Partner Organization:
 Partner: Click or tap here to enter text.
 Partner Type (click arrow): Choose an item.
 Contact Person: Click or tap here to enter text.
 Phone No. Click or tap here to enter text.
 Email: Click or tap here to enter text.
 Brief Background:

XI. Work Plan:
 (Attach separate sheet if necessary.)

Activity	Date	Time Start and End	Venue
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

XII. Total Amount Requested: Click or tap here to enter text.
 (Attach separate sheet if necessary.)

Budget Breakdown			
Item	**Unit Cost**	**Qty**	**Subtotal**
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

XIII. Endorsement

We have reviewed this proposal and found it compliant with all the standards stated in the University Social Engagement Fund Guidelines. Upon approval of this proposal, we shall ensure timely implementation and submission of the liquidation and project completion report.

Click or tap here to enter text.		Click or tap here to enter text.
Signature above Printed Name		Signature above Printed Name
Chair Department / Unit: Click or tap here to enter text.		Director / Coordinator External Affairs / Social Engagement
		Click or tap here to enter text.
		Signature above Printed Name
		Dean/ VP / VC
		Unit: Click or tap here to enter text.

Annex C: SE Completion Report Template

I. IDENTIFYING INFORMATION

Project Title: **(PROJECT TITLE)**

Targeted KRA: (Specify the DLSU CE Strategic Goal that the Project is addressing)

Project Proponent/s: (Name of college, department or unit)

Person Responsible: (Name of person making the report)

Number of Beneficiaries: (no. of individuals)

Project Beneficiaries: (Urban poor, women, youth, etc.)

Location of Beneficiaries: (address of beneficiaries)

Area of Project Implementation: (address where project was implemented)

List of DLSU Participants: (no. of individuals and classification – Faculty, ASF, APSP, CAP, etc.)

Total Expenditures: (including organization's own resources/ grants
                                       received from other sources)

Amount of Grants Received from UCE Fund: (state amount received)

II. EXECUTIVE SUMMARY

- ✓ What is the significance of the project?
- ✓ What happened in the implementation of the project?
- ✓ When and where was the project implemented?
- ✓ Who were the participants?
- ✓ What are the highlights of the project?

III. ACCOMPLISHMENT OF OBJECTIVES

EXPECTED OUTCOMES / OBJECTIVES	ACTUAL ACCOMPLISHMENT	FACILITATING / HINDERING FACTORS
What were the planned outcomes / objectives of the project?	What were the actual accomplishments?	What factors contributed / hindered the accomplishment of intended outcomes?

IV. FINANCIAL ASPECT/ BUDGET UTILIZATION

Please itemize budget sources of the project vis-à-vis budget utilization.

Line Item	Approved Amount	Expended Amount	Variance (Approved minus Expended Amount)	Reason for Variance
Grant from UCE Fund				
Grants from Other Sources				
TOTAL				

V. MAJOR PROBLEMS ENCOUNTERED

Describe the problems encountered, how these affected project implementation and what measures were implemented to address the problems.

VI. OTHER INSIGHTS/RECOMMENDATIONS

May include other highlights of project implementation such as:

✓ Comments and feedbacks from the guests and beneficiaries;
✓ Participation of other stakeholders (LGUs, NGOs, media)

Specific recommendations for future project implementation can also be included in this part.

VII. ANNEXES

The following are required:

✓ Photo/video documentation
✓ Signed Attendance Sheets of Beneficiaries
✓ Attendance Sheets for DLSU Participants:
  ▪ Surname
  ▪ First Name
  ▪ College Unit
  ▪ Personnel Category (Faculty, ASF, APSP, CAP, Student, Alumni, etc.)
  ▪ Signature

Other additional documents such as letter/feedbacks from beneficiaries are welcome.

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