University of Idaho Office of Community Partnerships
Request for Proposals

Proposals Due: Tuesday, October 2nd, 2012 by 10:00pm

Submit electronically to dgray@uidaho.edu

The UI Office of Community Partnerships (OCP) invites proposals for student- or faculty-led projects based in and beneficial to Idaho communities. OCP was created to advance the University's commitment to Idaho communities, provide transformational learning opportunities for students and help link faculty-research interests with real-world issues.

Applicants can request up to $2,000 per project. All project ideas are welcome, but OCP is especially interested in activities that address: **food security/hunger, youth education, environmental sustainability, or help meet the needs of underserved populations**. Each project must show a clear benefit to a community or community-based organization.

Eligibility and Requirements—STUDENT APPLICANTS

- Applicant(s) must be a UI undergraduate, graduate, or law student(s).
- Applicant(s) must be enrolled during all semesters in which the project will be executed.
- Applicant(s) must be in good academic standing and making satisfactory progress towards their degree.
- Partnerships with non-students (i.e., faculty, staff, or off-campus entities) are allowed, but students must play the central role in project design, execution, and reporting.
- Projects that involve a team of individuals must identify a student as the Principal Investigator (PI) or Team Leader who will remain in charge throughout the project's duration.
- Grant awards must be carried out by the student or named team, in the case of groups. **Grant funds are non-transferrable between students**.
- Each proposal must name a Project Advisor, who can be staff, faculty, administration, or qualified community member, and who will commit to working with the student or team for the duration of the grant. The Project Advisor can be the student's academic advisor. The Project Advisor must be authorized to identify any support (materials, location, money, or staff time) that will be given, and to describe the benefits to that department.
- **All projects must be completed by April 26, 2013**.

Eligibility and Requirements—FACULTY APPLICANTS

- Applicant(s) must be a UI instructor or faculty teaching a course during the academic year the project will be executed.
- Applicant(s) must involve student(s) in the community-based project in some role.
- Partnerships with other faculty or off-campus entities are allowed and encouraged
- Grant funds are non-transferrable.
- **All projects must be completed by April 26, 2013.**

Proposal Guidelines

The proposal must be single-spaced, in 12-point font, with one-inch margins, and consecutive page numbers. The following sections are required:

(Section I) Cover Page (template provided, page 5): This must include:

1. Title
2. STUDENTS ONLY: Name of Student applicant, local mailing address, university e-mail address, major, college, level in school, expected graduation date, and academic advisor
3. FACULTY ONLY: Name of Faculty applicant, campus mailing address, university e-mail address, college, and name(s) of course(s) taught
4. Project Dates (project must be completed by April 26, 2013)
5. STUDENTS ONLY: Name of Project Advisor
6. Amount Requested (maximum of $2,000; does not include outside funding)
7. Project Synopsis (2-5 sentences)

(Section II) Project Goals and Activities (not to exceed 5 pages)

1. **Project Goals and Description:** Describe how the project will address a community need. Describe program activities and the staffing of the project. Explain what data will be produced or collected, including hours worked and other contributions.

2. **Project Outcomes:** Describe specific outcomes and expected results of the project. Outline specific, short-term results of the project along with the anticipated long-term benefits for the community. A plan for presentation of the results to campus or relevant community groups must be included.

3. **Outreach Approach:** Describe your approach to providing information about the project to the university and the community.

4. **Participation and Support:** Describe the roles of any faculty, staff, administrators, community members and other students who will participate in the project. Identify existing, known, or expected support (financial or otherwise), and any academic credit that may be received. Summarize the partnership between the project team and the community or beneficiaries.

5. **Project Administration:** Describe the project timeline. For each month of the project, describe key activities, milestones, and outcomes. Also include plans for documentation of project progress and plans for regular meetings with the OCP Community Engagement Coordinator to discuss progress.

(Section III) Plan for Future Action:

1. Describe how the project will continue to give back to the community and the UI. Does the project have potential for ongoing future student involvement? Who will keep the project successes going? How will the project be supported/funded in the future?

2. Evaluation: Provide information on how project progress and outcomes will be monitored and measured. Clearly relate these measures to project goals and evaluation criteria (above).

(Section IV) Team Members Qualifications and Interests (not to exceed 2 pages):

Provide a brief summary of qualifications of the participating team members proposing the project. Outline project tasks assigned to each team member. Identify how this project will contribute to each member's future professional and personal goals.

(Section V) Budget (not to exceed 2 pages - template provided, page 7):

Identify anticipated project expenses including materials, salaries, travel if applicable, costs of reporting, as well as any additional funding sources. Justify with a narrative explanation. Note whether outside support is pending or already committed. Funding/labor matches must be accompanied by a letter of commitment from the donor.

(Section VI) Letters of Support:

1. Students only: Letter from Project Advisor giving their commitment to work with the applicant for the duration of the project.
2. Students only: Letter from applicant's academic advisor confirming that student is in good academic standing and qualified to carry out the project.
3. Letter from community representative confirming their support of the project.
4. Other letters are required from supporting faculty, staff, administrators, and community entities describing financial or in-kind support that will be given, and to show that proposed projects are in a position to move forward immediately once funding is awarded.

   Letters of support must be emailed by the applicant or submitted with the proposal.

(Section VII) Other Supporting Materials (where appropriate):

These may include references, diagrams, photos, drawings, and other materials that directly facilitate evaluation of the proposal. These may be submitted electronically or in hard-copy format.

Proposal Submission

The due date for all proposals is 10:00 pm, Tuesday, October 2, 2012. Proposals must be submitted electronically to dgray@uidaho.edu. **Late submissions will not be accepted**.

Projects awarded funding will be announced no later than Monday, October 8, 2012 at 5 pm.

Applicants may be invited for an interview/discussion with OCP staff and Advisory Board during the week of October 8-12.

Evaluation of Proposals

Proposals will be evaluated by OCP staff and a community grants Advisory Board to select proposals that best address a community need and adhere to the RFP guidelines. To ensure the best possible chance for your project to receive funding, please verify the completeness of your proposal by reviewing the following questions:

- Am I eligible to receive grant funding?
- Does my proposal cite specific goals, outcomes and approaches to addressing a community need?
- Does my proposal show that the project will result in specific short-term and long-term benefits for the community as opposed to just an awareness of an issue or a capacity for future action?
- Does my project advance student skills, leadership and civic engagement?
- Does my project promote collaboration across disciplines and integration of curriculum, campus life, campus operations, and/or community?
- Does my project support the UI's strategic plan and strategic themes?
- Does my project contribute to environmental, social, or economic sustainability in practice and knowledge for UI or the communities served?

- Does my proposal address at least one of the following: **food security/hunger, youth education, environmental sustainability or help meet the needs of underserved populations?**
- Do I have all of the required sections in my proposal?
- Do I have all of the necessary letters of support?

Project Administration

PIs are responsible for measuring and assessing project success. Documentation of progress through written reports submitted to, and meetings with, the OCP Community Engagement Coordinator is required and those activities should be described in the proposal. For student-led projects, the Project Advisor must attend at least one progress meeting per month with the Project Leader and OCP Community Engagement Coordinator.

Project PIs and the Project Advisor must:

- Submit signed grant agreement within two weeks of award notification.
- Provide photos of team members and brief statements of personal background, reasons for participating, and goals for the OCP project information web pages, and other promotional materials.
- Work with UI and OCP to facilitate media coverage in ways that highlight UI students and the OCP, along with major partners. Provide OCP with copies of all coverage.
- Complete project objectives outlined in grant agreement during stated project period. Failure to show adequate progress at regular meetings may result in project termination. Such termination is at the discretion of the OCP Community Engagement Coordinator
- Submit a final report (4-6 pages) and final expense report at the end of the project.

Award Administration

Grant payments will be disbursed depending on project needs as outlined in the required budget and project administration timeline. Payments will be given in percentage-based installments as determined and agreed upon by the applicant and the OCP Community Engagement Coordinator, with the final payment made upon completion of the project. Grant funds will be disbursed through OCP. We retain the right to examine use of funds and expenses related to projects. **Project funding may be suspended and/or terminated upon review and recommendation of the OCP Community Engagement Coordinator, and concurrence of the OCP Community Grants Advisory Committee, if satisfactory progress is not made according to the proposal timeline.**

QUESTIONS? Email Debbie Gray, Office of Community Partnerships, dgray@uidaho.edu.

Cover Sheet (for Student-Led Projects)
University of Idaho Office of Community Partnerships Project Proposal

Date submitted:

Project Title:

Student PI/Team Leader:

Local Mailing Address:

Student E-Mail Address:

Major, College, Level in School, and Expected Graduation Date:

Targeted Community or Community Organization:

Team Members: (use second sheet if necessary)

Name: Email address:
Name: Email address:

Academic Advisor:

Name: Email address:
Department:

Project Advisor:

Name: Email address:
Department/Affiliation:

Project Dates: _____

Amount Requested: _____

Project Synopsis (2-5 sentences):

Advisor Confirmation:

I confirm that _____ (student PI/leader) is competent and capable of carrying out the proposed project, and that the project fits within the student's academic plan.

_____ _____
Academic Advisor (Signature) Project Advisor (Signature)

_____ _____
Academic Advisor (Please Print) Project Advisor (Please Print)

Cover Sheet (for Faculty-Led Projects)
University of Idaho Office of Community Partnerships Project Proposal

Date submitted:

Project Title:

Faculty PI:

Campus Mailing Address:

UI E-Mail Address:

College/Department:

Course(s) taught during 2012/13 Academic year:

Targeted Community or Community Organization:

Team Members: (use second sheet if necessary)

Name: Email address:

Name: Email address:

Name: Email address:

Project Dates: _____

Amount Requested: _____

Project Synopsis (2-5 sentences):

Budget Template. Use the following categories. Expand as needed. Be sure to accompany with a narrative budget justification.

OCP Community Grant Budget Template		
	Requested Funds	Matched Funds
1. Equipment / Capital Expenditure		
Item / Description	0	
Item / Description	0	
total equipment	$0	
2. Travel		
Estimate number of trips to community, round trip mileage (using MapQuest) and mileage cost (rate of $.455 per mile)	0	
total travel	$0	
3. Other direct costs		
Materials and supplies	0	
Publications/documents for dissemination	0	
Computer services	0	
Other	0	
total other directs	$0	
4. Personnel*		
name/role	0	
name/role	0	
name/role	0	
total salaries	$0	
Total Budget Request	$0	

Budget Justification:

*Salary not to exceed $10/hr for undergraduates, $12/hr for graduate students. Please add a 1% fringe fee to the total salary as required for payroll. For example: if total payroll equals $100, request $101