

Alan E. and Jeanne N. Hall Endowment for Community Outreach Call for Proposals Fall 2019



Purpose

The objective of the Alan E. and Jeanne N. Hall Endowment for Community Outreach is to address the needs of disadvantaged individuals, families and groups within Ogden and the surrounding communities by enhancing their educational, economic, social, psychological and cultural well-being. Surrounding communities are defined as those from Brigham City south to Kaysville and from Morgan west to the Great Salt Lake.

Project Activities

Proposals funded by the Alan E. and Jeanne N. Hall Endowment for Community Outreach must involve WSU faculty/staff and students and must include one or more of the following activities:

- Applications of solutions to address problems facing disadvantaged individuals, families or groups in Ogden or the surrounding communities.
- Community research projects (which may include but are not limited to needs assessments, program assessments, surveys, focus groups, program evaluation, data pulls and queries, analysis of data, capacity building, literature reviews, etc.)
- Projects involving partnerships with regional or national advocacy groups such as Head Start programs; child and family services; services for the disabled; nursing homes; homeless shelters; pro bono legal or medical services or similar organizations operating in our local community.
- Projects aimed at empowering disadvantaged members of Ogden and the surrounding communities through education, counseling, job training, mentoring, or related services.
- Projects involving partnerships with any of the following agencies are preferred but not required: Boys & Girls Clubs of Weber-Davis; Joyce Hansen Hall Food Bank (Catholic Community Services); Midtown Community Health Center; Ogden City and/or Weber County School Districts; Ogden Rescue Mission; Ogden Symphony Ballet Association; St. Anne's Center/Lantern House; Treehouse Children's Museum; United Way of Northern Utah; Your Community Connection of Ogden/Northern Utah (YCC); Eccles Community Art Center; or city government in Ogden and the surrounding communities.

Project Criteria

Funded proposals must meet all of the following criteria:

- WSU faculty/staff or faculty/staff and students must facilitate and carry out the project. Student-driven projects must be actively supervised by a WSU faculty or staff mentor.
- The intent of the endowment is to support projects generated from pre-existing partnerships between the community and WSU, usually ones resulting from a community-identified need that must leverage university resources, skills, or expertise in order to succeed.
- Interdisciplinary approaches or projects involving multiple areas of campus are preferred.
- Projects must address community-identified needs and clearly state the significance of these needs, as supported by a review of the relevant literature and available data.
- Projects working with local community organizations addressing the needs of residents in Ogden and surrounding communities are given priority. However, projects working with community organizations outside of Ogden and surrounding communities will be considered if the project demonstrates an intention to duplicate the benefits in the local community.
- Project procedures and timeline must be stated clearly.
- Projects must address outcomes assessment
 - Projects must be directed toward attainable, measurable community outcomes.
 - The project plan must include a process for the outcomes assessment of its community benefit. If the community benefit is not immediate or measurable within the two year funding period, the expected community benefit and plans for measuring it must be clearly outlined.
 - Projects must be directed toward attainable, measurable student learning outcomes.
 - The project plan must include a process for the assessment of student learning outcomes.
- Projects taking a new and innovative approach to addressing a community need are given priority; however, projects with a proven record of success are eligible to apply.
- Projects with a demonstrated plan for sustainability will be given priority.
 - Projects in excess of \$2,000 previously funded by the Hall Endowment are eligible to re-apply. Such projects can be funded once per year and no more than three times.
 - There is no limit on the number of times projects less than \$2,000 (EZ grants) previously funded by the Hall Endowment can re-apply for funding. Such projects can be funded once per year.
- All components of the budget must be defensible and feasible in terms of the overall project purpose.
- Projects less than \$2,000 follow the EZ grant application process. Projects over \$2,000 follow the full grant process. Full grants must submit a preliminary application to the review committee (similar to the EZ grant application). The review committee determines whether the preliminary application will move on to a full application. If invited to continue, the applicant must submit a full application roughly one month after the preliminary application is due.
- Project requests must not exceed a total of \$25,000.
- Letters of support from all participating community partners must be submitted.
- Projects must begin within 9 months of the Hall Endowment award.
- Funding must be utilized within a two-year timeframe. Unused funding at the end of two years is returned to the fund for redistribution.
- Summary report must be submitted to the Center for Community Engaged Learning (CCEL) by the deadline indicated upon award notification.
- Funded projects must be presented at the annual Community Engaged Learning Symposium sponsored by the Center for Community Engaged Learning (CCEL).
- Funded projects must acknowledge WSU's Center for Community Engaged Learning and Hall Endowment for Community Outreach as funding source in all publications and presentations reporting on the funded project.
- Funded projects must permanently display at the project site a customized plaque, signage, or marker noting the title of the project, participants, project dates and funding source. Plaques/signage will be provided by the CCEL.

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Fundable Expenses (Note: Retroactive expenses will not be funded)

The following expenses are fundable, depending on the proposed project scope:

- Equipment and materials necessary to facilitate the project.
 - Equipment purchased as part of the project remains the property of WSU unless otherwise justified and approved by Hall Endowment committee.
 - Equipment will only be funded if it is a necessary component to a wider project, but cannot be the sole component of an application.
 - Food and giveaway items or incentives are fundable when their contribution to the project's success is well-defined and modest in overall cost.
- Faculty reassigned teaching expenses, up to a maximum of three credits per project, with supporting rationale from the department chair and/or faculty/staff supplemental pay.
- Student scholarship for WSU tuition, student work-study, or hourly student employee.
 - Requests for paid student positions should be limited to students with well-defined leadership responsibilities (such as the recruitment/supervision of other students), research responsibilities, or other specific and well-defined duties.
- Travel/transportation for project-related expenses only.
- Conference travel and materials supporting in-state conference presentations for students only.
- Small honoraria, commensurate with the region and discipline, are fundable to obtain expertise critical to the project's success that is not available on a voluntary basis. No honorarium may exceed \$1,000.

Non-Fundable Expenses

- Hall Endowment funds are not a means for simply purchasing needed equipment for a community organization.
- International projects and travel are not eligible for Hall funding.
- Conference travel and materials supporting conference presentations for faculty/staff, will not be funded by the Hall Endowment.

Goals

- Provide funding which allows WSU students, staff, and faculty to facilitate projects that meet a *community-identified* need.
- Create learning opportunities for WSU students to create positive change in the surrounding community through direct service, democratic engagement, and community research projects.
- Encourage WSU students, faculty and staff to use their knowledge, talents and skills to address challenges facing our community.
- Support innovative approaches to addressing challenges facing our local community.

2019 Spring Semester Dates

Pre-proposal Orientation Meeting

Monday, September 16th - 1:30 PM SU 312

Tuesday, September 17th - 3:30 PM LI 109

EZ Hall Grant

EZ Grants Due:

Friday, October 4th, 5pm

Funding Decision Made:

Monday, October 14th, 5pm

Full Hall Grant

Preliminary Proposals Due:

Friday, October 4th, 5pm

Full Proposals Due:

Friday, November 15th, 5pm

Funding Decisions Made:

Friday, November 22nd, 5:30pm

Applying - Two Types of Grants

Step 1. Attend a meeting. September 16th, 1:30 PM SU 312, September 17th, 3:30 PM in LI 109. If you are unable to attend the meeting, contact the CCEL at x7737 to discuss your proposal prior to submission deadline.

Step 2. Determine the most appropriate grant application for your project. There are two types of Hall Grants - an EZ Hall Grant and the Hall Grant. The EZ Hall Grant is designed for project proposals requesting \$2,000 or less while the Hall Grant is designed to support projects over \$2,000.

Step 3. Apply

EZ Hall Grant (Projects under \$2,000)

1. Complete the Hall Endowment EZ Grant Proposal found at:

https://weber.co1.qualtrics.com/jfe/form/SV_5AAYnh3AYYRxizH. Submit the application to the CCEL by deadline.

3. The Hall Endowment Screening Committee will notify you within two weeks regarding your funding status.

Hall Grant (Projects \$2,000 - \$25,000)

1. Complete the Preliminary Proposal Form for the Hall Grant found at:

https://weber.co1.qualtrics.com/jfe/form/SV_8pGz9Pprodvn15j.

2. Submit the completed Preliminary Proposal Form by the deadline.

3. The Hall Endowment Screening Committee will review the preliminary proposals and invite the applicants who best meet the Hall Grant criteria to submit a full proposal of three pages maximum.

Hall Endowment Screening Committee

Susan Alexander, College of Health Professions

Jeremy Bryson - Social and Behavioral Sciences

Katharine French-Fuller, Chair, Office of Sponsored Projects

Richard Fry - College of EAST

Hailey Gillen-Hoke - Arts and Humanities

Jeanne Hall, Community

Kandice Harris, Stewart Library

Dianna Huxhold - Arts and Humanities

Adam Johnston, Past Recipient, College of Science

Carla Jones - CCEL

Jesse King - Business and Economics

Jack Mayhew, College of Education

R.C. Morris - Social and Behavioral Sciences

Mary Anne Reynolds - Health Professions

Tonia Wilson, Continuing Education

James Zagrodnik, Past Recipient, Education/ HPHH

Note: For applicants who are new to community engagement we strongly suggest you contact the Center for Community Engaged Learning to discuss your preliminary proposal before submission.