Alan E. and Jeanne N. Hall Endowment for Community Outreach

Call For Proposals

Spring 2018

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.
- 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: American Red Cross of Northern Utah; Boys & Girls Club 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/Lanter House; Treehouse Children's Museum; United Way of Northern Utah; Your Community Connection of Ogden/Northern Utah (YCC); or city government in Ogden and the surrounding communities.

Project Criteria

Funded proposals must meet all of the following criteria:

- WSU 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.
- Projects involving larger numbers of WSU students are looked upon more favorably than those involving smaller numbers of WSU students.
- 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 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.
- Project requests must not exceed a total of $15,000.
- 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.
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.
  - 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.
- Student scholarship for WSU tuition, student work-study, or hourly student employee.
  - Requests for paid student positions should be limited to a student with well-defined leadership responsibilities, including recruitment/supervision of other students.
- Travel/transportation for project-related expenses only.
- Conference travel and materials supporting in-state conference presentations for faculty/staff.
- 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.

2018 Spring Semester Dates
**Pre-proposal Orientation Meeting**
January 30th - 1:30 PM  SU 331
January 31st - 3:30 PM  SU 331

**EZ Hall Grant**
**EZ Grants Due:**
February 9th
**Funding Decision Made:**
February 23rd

**Hall Grant**
**Preliminary Proposals Due:**
February 9th
**Full Proposals Due:**
March 26th
**Funding Decisions Made:**
April 6th

Applying - Two Types of Grants
**Step 1. Attend a meeting.**  January 30th, 1:30 PM  SU 331 or January 31st, 3:30 PM in SU 331. 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 in WeberSync found at: https://orgsync.com/88097/chapter  Choose EZ Grant application.
2. 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 - $15,000)**
1. Complete the Preliminary Proposal Form for the Hall Grant found at: https://orgsync.com/88097/chapter  Choose Preliminary application.
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
Katharine French-Fuller, Office of Sponsored Projects
Jeanne Hall, Community
Melissa Hall, (Chair). CCEL
Kandice Harris - Stewart Library
Adam Johnston - Past Recipient, College of Science
Debi Larson, College of Science
Jack Mayhew, College of Education
Tonia Wilson - Continuing Education
James Zagrodnik, Past Recipient, Education/HPHP

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.