Hall Endowment Mini, Standard, or Super Grant Application
Alan and Jeanne Hall Endowment for Community Engagement

Thank you for submitting a Hall Endowment Application. This application serves for the Mini (up to $2,000 and two years), Standard (up to $25,000 and two years), or Super (up to $60,000 and three years) application. Those applying for the Mini application will submit a final draft and have all attachments on the first due date of each semester. Standard and Super grant applicants must have the first draft with all attachments, except support letters, turned in by the first due date. Applications will then receive feedback from the committee in include for the final draft (which will then require support letters).

Proposals should be clearly written without jargon so that non-specialists can understand the significance and impact of your project. Proposals must address all required components. Please be succinct yet complete. You may utilize the total number of words allowed to explain the details of your project if necessary, however most Mini grants applicants will not need to reach the word limit. The word limit is to allow Standard and Super grant applicants the ability to fully detail their projects. Incomplete proposals will not be considered.

Cover Sheet
Attachment #1
Please use this completed document for your cover sheet

Project Name: ____________________________________________

Application Type
  □ Mini (up to $2,000)  □ Standard (up to $25,000)  □ Super (up to $60,000)

Project Abstract
(up to 200 words)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

WSU Project Collaborators

Project Lead:
Name: __________________________ Email: __________________________ □ Faculty □ Staff □ Student

Support:
Name: __________________________ Email: __________________________ □ Faculty □ Staff □ Student

Support:
Name: __________________________ Email: __________________________ □ Faculty □ Staff □ Student
Support:

Name: __________________________ Email: __________________________ [Faculty] [Staff] [Student]
Community Partner Support

Organization 1: ___________________________ Contact Name: ___________________________

Email: ___________________________ Phone: ___________________________

Organization 2: ___________________________ Contact Name: ___________________________

Email: ___________________________ Phone: ___________________________

Organization 3: ___________________________ Contact Name: ___________________________

Email: ___________________________ Phone: ___________________________

If more space is needed for additional collaborators, please use space below or add another attachment to your application.

Total amount requested from the Hall Grant $ ___________________________

The project includes one or more of the following activities:

- community research projects,
- awareness raising campaigns or events,
- direct service projects,
- other: ______________________________________________________

Does the project timeline fit the requirement of the Hall Endowment? ___________________________

(Starts within 9 months of award and is completed within 2 years for Mini and Standard applications, 3 years for Super applications)

Expected start date ___________________________ Expected end date ___________________________

Does (or will) the proposal include letters of commitment from at least one community partner? ___________________________

Letters of support from all participating community partners must be submitted on the first draft for Mini grants and on final draft for Standard and Super applications.

Does the project take place in a surrounding community (Weber, Box Elder, or Davis County)? If not, does it incorporate an intention to duplicate the benefits of the local community? Please explain.

________________________________________________________________________

________________________________________________________________________
Application Narrative
Attachment #2

Project Description, Purpose, and Objectives (30 Points) Up to 500 words

- Explanation of how the need has been identified and why the project proposed here is the best solution to addressing this need. Who (what population) will benefit from your project?
- A description of the project, its purpose and objectives. Please describe what this project will accomplish and what activities will you be undertaking to accomplish your goal. Also describe what resources you will need to accomplish this goal (people power, supplies, marketing materials, technology, etc.).
- Ways in which the project enhances the educational, economic, social, psychological, or cultural well-being of the community
- Innovative aspects of the project toward addressing a community need
- If the project is not new, describe its previous record of success
- Brief review of the relevant literature and available data to support the community need (required)

Collaboration and Partnering (25 Points) Up to 250 words

- Describe the collaborative nature of the project: why are you working with the identified community partner(s) on this project and why are they partnering with you? What do you each bring to the table so this project will be successful?
- Please detail the roles and responsibilities of each party (who is going to be doing what). This will help the committee understand why this project needs to be a collaboration between campus and community to be successful.
- Estimated number of students involved in the project (if applicable)

Procedures and Timeline (10 points) Up to one page

- A specific timeline that allows the committee to understand how the project will be completed on time, broken down step-by-step including projected start and finish date
- Ways in which the project's procedures or activities relate meaningfully to its purpose and objectives

Measurable Outcomes and Assessment (20 points) Up to 250 words

- Describe expected community outcomes(s) and the assessment process. Include the indicators that will be measured and when, how, and by whom
- Describe the expected student learning outcomes(s). Include the indicators that will be measured and when, how, and by whom
- Plans for sharing the results with the appropriate specified audiences
- In order to receive reimbursement for funds, all grant recipients must fill out the final report template, which can be found at weber.ccel/grants. Please ensure that your evaluation plan will allow you to answer those final report questions.
Budget and Budget Narrative
Attachment #3

Please attach your budget and a narrative including the following points.

**Budget Narrative (15 Points) Up to one page**

- Identify the total dollar amounts required for project completion, including Hall Endowment and other funding sources on the funding summary table.
- Budget on the funding summary table should include a detailed notation of expenses within each line item (e.g., not Supplies $500, rather Supplies [promotional pamphlets, marketing materials, and bags for incentives] $500).
- The budget narrative should include a justification for each budget category and how it relates to the project's purpose and outcomes.
- The budget narrative should also include a plan for sustainability after Hall funds have been exhausted (if applicable).
- The budget narrative should be no more than one page, single spaced, in Times New Roman 12-point font.

Attachment #4  Letter of Commitment
Attachment #5  Letter of Commitment
Attachment #6  Letter of Commitment
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