

## **Request for Proposals**

Northern Kentucky University

### **2008 University-Community Partnership Grants:**

*Broadly Defined Partnership Grants*

*Vision 2015 Action Grants*

*Service Learning Course Development Grants*

**Deadline for proposal submission to the  
Associate Provost for Regional Stewardship is:  
March 21, 2008, 4 p.m.**

Note: The budget request portion of grant proposals for both *Broadly Defined Partnership Grants* and *Vision 2015 Action Grants* must be submitted to the Research, Grants, and Contracts prior to proposal submission to the Associate Provost for Regional Stewardship. Budgets must be submitted for review by the Research, Grants, and Contracts no later than **March 7, 2008**.

#### **For further information, contact:**

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Interim Associate Provost for Regional Stewardship

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## **Overview**

University-Community Partnership Grants have been offered each year since 2002 as part of the university's strategic initiative to strengthen its public engagement. They are awarded to full-time NKU faculty members who establish partnerships with local government agencies or nonprofit organizations and attempt to address the educational, health, social or civic needs of the community. All proposed projects must link with the directions and goals of Vision 2015 (see Appendix I). The broad purpose of these grants is to improve the overall quality of life in the metropolitan region while simultaneously enhancing the learning opportunities that are available to NKU students.

This year's University-Community Partnership Grants will be awarded in three major categories. This is the first year University-Community Partnership Grants have been divided into three distinct categories Awards will be made in the following categories.

- 1) ***Broadly Defined Partnership Grants (apply generally to Vision 2015 goals, as in past UCP grants)***
- 2) ***Vision 2015 Action Grants (apply to specific actions by Vision 2015 goal)***
- 3) ***Service Learning Course Development Grants (apply to course development)***

**Please Note:** Faculty may only submit one proposal for the University Community Partnership Grants in a given year in either the *Broadly Defined Partnership*, *Vision 2015 Action*, or *Service Learning Course Development* grant categories. This policy is designed to encourage a greater number of proposals and to make awards across a larger number of faculty.

Each type of University-Community Partnership grant is defined below.

1) ***Broadly Defined Partnership Grants :***

- address a community or regional issue (economic, social, health, educational , governmental)
- involve a partnership between NKU faculty and an established community organization,
- ideally engage students in working with the local community
- directly benefit the community and its capacity to address ongoing concerns
- advance the University's mission of regional stewardship
- advance one of the six goals of Vision 2015
- may include but are not limited to:
- demonstration projects that test new models or apply "best practices" to a community problem
- applied and community-based research that deepens understanding of a community problem
- impact assessments that measure the impact of community programs and services with reference to their intended outcomes
- public policy analysis framing new policy approaches or assessing the impact of current policy on an issue of public concern;
- publications, presentations, public forums, or symposia that provide the public with new insights and perspectives on matters of public concern
- technical assistance that uses faculty expertise to address a community problem
- attempt to address community needs at a systemic level and create a framework for action, process, or service that will continue beyond the life of the grant.
- The goal should be making a fundamental difference in some aspect of community life, not simply sponsoring a one-time event

Available funding pool: \$50,000 with maximum request of \$25,000 per proposal.

2) ***Vision 2015 Action Grants:***

- directly respond to one of the action initiatives identified by 2015 (see Appendix II.)
- involve a partnership between NKU faculty and Vision 2015 (see Appendix III.)
- ideally engage students in project work and elements
- advance the University's mission of regional stewardship
- create a tangible product or result that meets the mutual expectations of the NKU faculty and Vision 2015
- provide needed technical or applied research expertise to meet one of 2015's defined action initiatives (Appendix II)

Available funding pool: \$30,000 with a maximum request of \$7,500 per proposal

3) ***Service Learning Course Development Grants:***

- involve a credit-bearing course or educational experience in which students (a) participate in an organized service activity that meets an identified community need and (b) reflect upon their service activity as a means of gaining a deeper understanding of course content, a broader appreciation of the discipline, and enhanced sense of civic responsibility, and/or greater interest in and understanding of community life
- involve a partnership between NKU faculty and an established community organization

Available funding pool: \$30,000 with a maximum request of \$1,500 per proposal

Proposals chosen for funding for all three types of University-Community partnership grants will clearly reflect a mutually beneficial partnership that enriches and expands the learning/discovery functions of the university while enhancing the community's capacity to address the challenges it confronts. The university is not interested in assuming primary responsibility for solving community problems; it is trying to help communities develop their own problem-solving capacities.

**Community partners**

Proposals require clear evidence of strong commitment from at least one community partner who will be directly involved in the project. Vision 2015 is the assumed to be the identified partner organization in *Vision 2015 Action* grants, however additional community partners are encouraged to be included. Partners may be government or community agencies, businesses, foundations, or volunteer organizations including, but not limited to, schools or school districts, government agencies, health care providers, social service agencies, and others committed to improving some aspect of life in the region. Partners that are nonprofit organizations may be required to provide proof of their 501 (c) (3) status. By funding these grants, the University commits to funding personnel (faculty, staff, and/or students) and operational costs, as its contribution to the partnership.

- The extent and type of contribution provided by the community partner(s) will vary depending upon the nature of the project and the available resources and talents of the partner(s). Partners with strong financial resources may be expected to contribute direct funding. Other types of contributions may include personnel, services, facilities, or in-kind contributions. *Service Learning Course Development* grants require less resource commitments for partner organizations appropriate to the scope of the proposed project.
- Each community partner must specify the nature and amount and type of its contribution in a letter of commitment submitted with the grant proposal. Failure to provide a letter of commitment from each community partner will invalidate a proposal and remove it from consideration for funding

### **Student participation**

Consistent with its core value of being learner-centered, the university requires some level of NKU student participation in both *Broadly Defined Partnership* and *Vision 2015 Action* grants. *Service Learning* grants are course-based and are assumed to include students. The range of student involvement is very wide, as long as that involvement is integral to the project and provides a meaningful learning experience. A project could involve an entire class, or an even larger group of students, or it could involve only a single student doing directed research as an independent study project. Proposals which do not provide any opportunity for NKU students to participate will not be funded. However, student opportunities should not be the driving focus of the project. University-Community Partnership Grants are primarily meant to assist the broader community, not to fund learning experiences for NKU students.

### **Eligibility**

All tenure track faculty who will be full-time employees at NKU during the 2008-09 academic year and who have a community partner committed to the project are eligible. *Vision 2015* is assumed to be the identified community partner in the *Vision 2015 Action* grants. Proposals may be submitted by individual faculty or groups of faculty members.

- Faculty members who submit proposals must actively serve as principal investigators or project directors for the projects they propose and may not sponsor a project that will be conducted by someone else.
- Faculty members who do not currently hold a tenure track position and/or NKU staff may have an active role in a project, but they may not be project directors or grant recipients.

### **Proposal Review Committees**

1) ***Broadly Define Partnership Grant*** proposals will be reviewed by a five person committee that includes: three faculty, one community representative, and one administrator.

2) ***Vision 2015 Action Grant*** proposals will be reviewed by a five person committee that includes: three faculty, one representative of *Vision 2015*, and one administrator.

3) ***Service Learning Course Development Grant*** proposals will be reviewed by five person committee that includes: three faculty, the Director of Service Learning and one administrator.

To avoid any potential conflict of interest, or appearance thereof, committee members may not have, or expect to have, any role in the proposals being evaluated, may not have endorsed any of the proposals, and may not directly supervise faculty or staff members who have submitted proposals.

### **Proposal review and selection criteria by grant type**

#### ***1) Broadly Defined Partnership Grants***

After excluding any proposals that do not meet the stated eligibility and submission requirements, the committee will screen the remaining proposals to determine whether project plans and applied research elements are sound. A simple yes/no screen will be used and if the answer to the soundness criteria question is “no,” the proposal will not receive further consideration.

- **Soundness**: Does the proposal clearly address a community goal or need, including the goals of *Vision 2015*, are the project stages and elements clearly defined and presented, is a project

timetable included, are the expected outcomes clearly presented and can they be measured. Is there clear and convincing evidence that the project can be successfully implemented? Is it clear that the university is not taking responsibility for resolving the community's problems?

Proposals which remain under consideration will be evaluated using the following criteria;

- Significance of the problem or need: How serious is the community problem that will be addressed or how significantly will the community benefit from the proposed project?
- Advancement of Vision 2015 goals: Which of the Vision 2015 goals will be advanced by this project? How well and to what extent does this project further these goals?
- Alignment with strategic objectives: Which of NKU's strategic objectives are reflected in this project? How well and to what extent does this project further these objectives?
- Potential of the partnership: Is the proposed partnership likely to be successful in producing the desired outcomes? Do the community partner(s) and the university complement one another in terms of expertise, resources, and interest in the community?
- Community impact: What outcomes and implications does this project have for the community? How many people will be affected by it, in what ways, and over what period of time? How significant are these impacts, and would they occur without university support for this project?
- Student involvement: To what extent will NKU students be engaged in the project, and will their participation be a significant learning opportunity? Are student outcomes clearly identified and distinguished from community outcomes? Will students be able to cite their participation on their resumes and/or make presentations about it for NKU's annual Celebration of Student Research and Creativity?
- Realistic budget: Has the proposed budget been reviewed and approved by the NKU Office of Research, Grants & Contracts? Does the proposed budget include and document everything that appears to be needed to successfully complete the project? Are the projected costs appropriate?
- Appropriate time line: Is the time line sufficiently detailed and realistic to suggest that the project can be successfully completed as planned in the time specified?
- Support for the project: Is there an appropriate and sufficient commitment of resources from the community partner(s) to consider this project a true partnership. Do others in the community or the university value and support this project?
- Measuring the project's impact: To what extent, and in what ways, will the project's outcomes be measurable? Are there adequate plans for this measurement and for reporting and disseminating the results of the project and its impacts?
- Sustainability: To what extent does this project offer on-going benefits to the community?
- Scholarly outcomes or follow-up: Does this project lend itself to scholarly publications and/or presentations by the faculty or students who participate in it? What, if any, plans have been made for this type of scholarly follow-up?

After consideration of the proposals in light of these criteria, the committee will prepare a rank-ordered list of the proposals it is recommending for funding, indicating the level of funding that is recommended and the reasons for it. The committee will also prepare short, summary statements that will ultimately be shared with the applicants of non-recommended proposals explaining why their proposals were not recommended for funding at this time. The committee's recommendations and its explanations regarding

the non-recommended proposals will then be submitted to the Provost who makes the final funding decisions.

## 2) *Vision 2015 Action Grants*

After excluding any proposals that do not meet the stated eligibility and submission requirements, the committee will screen the remaining proposals to determine whether project plans and applied research elements are sound. A simple yes/no screen will be used and if the answer to the soundness criteria question is “no,” the proposal will not receive further consideration.

- Soundness: Does the proposal clearly address the stated action need as identified by Vision 2015 (see Appendix II), are the project stages and elements clearly defined and presented, is a project timetable included, are the expected outcomes clearly presented and can they be measured. Is there clear and convincing evidence that the project can be successfully implemented? Is it clear that the university is not taking responsibility for an ongoing community need associated with the selected Vision 2015 action?

Proposals which remain under consideration will be evaluated using the following criteria;

- Alignment: Extent to which the proposed work and project elements align with the stated action initiative from Vision 2015. Can the resulting work product be implemented? Who will be involved in and responsible for the implementation?
- Student involvement: To what extent will NKU students be engaged in the project, and will their participation be a significant learning opportunity? Are student outcomes clearly identified and distinguished from community outcomes? Will students be able to cite their participation on their resumes and/or make presentations about it for NKU's annual Celebration of Student Research and Creativity?
- Realistic budget: Has the proposed budget been reviewed and approved by the NKU Office of Research, Grants & Contracts? Does the proposed budget include and document everything that appears to be needed to successfully complete the project? Are the projected costs appropriate?
- Appropriate time line: Is the time line sufficiently detailed and realistic to suggest that the project can be successfully completed as planned in the time specified?
- Support for the project: Is there an appropriate and sufficient commitment of resources from the community partner(s) to consider this project a true partnership.
- Measuring the project's impact: To what extent, and in what ways, will the project's outcomes be measurable? Are there adequate plans for this measurement and for reporting and disseminating the results of the project and its impacts?
- Sustainability: To what extent does this project offer on-going benefits to the community?
- Scholarly outcomes or follow-up: Does this project lend itself to scholarly publications and/or presentations by the faculty or students who participate in it? What, if any, plans have been made for this type of scholarly follow-up?

After consideration of the proposals in light of these criteria, the committee will prepare a rank-ordered list of the proposals it is recommending for funding, indicating the level of funding that is recommended and the reasons for it. The committee will also prepare short, summary statements that will ultimately be shared with the applicants of non-recommended proposals explaining why their proposals were not

recommended for funding at this time. The committee's recommendations and its explanations regarding the non-recommended proposals will then be submitted to the Provost who makes the final funding decisions.

### 3) *Service Learning Course Development Grants*

After excluding any proposals that do not meet the stated eligibility and submission requirements, the committee will screen the remaining proposals to determine whether project plans and applied research elements are sound and reviewed by the Director of Service Learning, Maggie Stevens of the Scripps Center. A simple yes/no screen will be used and if the answer to the soundness or review criteria question is "no," the proposal will not receive further consideration.

Soundness: Does the proposal clearly identify the service learning components and outcomes of the proposed course? Are community partners (i.e. schools, nonprofits, governments) clearly identified and appropriate? Does the proposal made clear how the pedagogy of the course will reflect the full breadth of service learning? Are the goals of the course related to service learning enumerated?

Review: Has the proposal been reviewed by the Director of Service Learning and feedback been incorporated in the final proposal?

Proposals which remain under consideration will be evaluated using the following criteria:

- Alignment: To what extent does the proposed course align with Vision 2015's stated goals? To what extent does the proposed course meet NKU's commitment to regional stewardship?
- Community partner benefit and involvement: To what extent does the proposed course benefit the community partner organization? Is there evidence that the community partner has been thoroughly consulted in the development of the course proposal?
- Student benefits: What will students gain from this service learning course (directly and indirectly)? How will the proposed service learning enhance students' appreciation for civic engagement?
- Times for course offering: Can the proposed course be offered in the next three years and if so in what academic years will the course be offered? (Preference is given to courses that can be offered as soon as 2009-10).
- Sustainability: Is there strong support from the host department to routinely offer this course? Is the course part of a required curriculum?
- Scholarly outcomes or follow-up: Does this project lend itself to scholarly publications and/or presentations by the faculty or students who participate in it? What, if any, plans have been made for this type of scholarly follow-up?

After consideration of the proposals in light of these criteria, the committee will prepare a rank-ordered list of the proposals it is recommending for funding, indicating the level of funding that is recommended and the reasons for it. The committee will also prepare short, summary statements that will ultimately be shared with the applicants of non-recommended proposals explaining why their proposals were not recommended for funding at this time. The committee's recommendations and its explanations regarding the non-recommended proposals will then be submitted to the Provost who makes the final funding decisions.

## **Proposal requirements**

### ***Broadly Defined Partnership Grants***

Proposals may request up to \$25,000 from an available pool of \$50,000. Funds may be used for course replacement costs, travel, supplies, professional development, summer salaries, student assistants. The principal investigators home department will receive 10% overhead from the total amount of the total award. **Funds will be made available beginning May 15, 2008 and must be expended no later than April 30, 2010.**

1. A cover page, using the form that appears as the last page of this RFP, signed by the department chair(s) and college dean(s) of the submitting faculty member(s) and by the Office of Research, Grants & Contracts.
2. An abstract or executive summary of 150 words or less.
3. A table of contents listing each section of the proposal, including each appendix, and the page number on which it begins.
4. A proposal narrative of no more than 4,000 words that addresses all of the following elements.. Appendices are not included in this limit. The narrative will include the following
  - a. **Problem or needs statement:** Provide a clear description of the community that will be served by the project and a detailed statement of the problem or need along with empirical evidence that supports the statements and claims made in this section.
  - b. **Goals and objectives:** State the goals and objectives of the project in measurable terms that will allow them to be assessed during the evaluation stage.
  - c. **Advancement of Vision 2015 goals:** Identify the Vision 2015 goal(s) served by this project and explain how/why the project contributes to furthering the goal(s).
  - d. **Alignment with strategic objectives:** Identify the NKU strategic objective(s) served by this project and explain how/why the project contributes to achieving the objective(s).
  - e. **Partnership:** Provide a thorough description of each partner and explain the partner's commitment and/or motivation regarding the successful completion of the project. [Note: a letter of commitment from each partner must be included in the appendix.] Describe any prior involvement the partner has had with you and/or the situation/need being addressed by the project, and cite evidence that the partnership will be productive. If there is any potential conflict of interest or even the perception of a conflict of interest regarding the partnership, thoroughly explain it and describe how it will be managed.
  - f. **Project description:** Provide a brief project overview followed by a more detailed work plan that can be easily linked to the timeline included in the appendix. Describe the respective roles of each partner and note any preliminary groundwork or progress that has already been made by that partner working alone and/or by the entire project team. Explain the reasons for choosing the model or method proposed for addressing the problem/need.
  - g. **Personnel:** Identify and provide background information about all personnel – whether from NKU or from the community partner(s) - who will be involved in the project. Include their relevant experience and qualifications for this project, and explain the extent of their time commitments and responsibilities. [Note: NKU faculty members who are project directors or co-directors must include CVs in the appendix.]

- h. Student involvement: Explain the role NKU students will play in planning or implementing the project. Specify how many students will participate, how they will be selected, how they will be compensated (e.g., money or course credit), how they will benefit from their involvement, and how their learning related to this project will be assessed.
  - i. Sustainability: If the project itself or its outcomes are expected to continue after the initial funding has expired, explain how it will be sustained. If the project is expected to result in opportunities for additional or alternate funding (e.g., federal grant funding), describe the anticipated funding opportunities and the plans for obtaining those funds. If the partners have determined that it is not necessary to sustain this project beyond its initial funding, describe how and in what ways its impact will be long-lasting.
  - j. Project outcomes: Describe the specific outcomes anticipated from this project. If there are specific deliverables, describe them. Also describe the scholarly output such as publications, presentations, and grant applications that are likely to result from this project and explain how what is learned will be disseminated.
  - k. Evaluation: Describe evaluation plans for this project and explain how this evaluation will relate to and measure the project's success in meeting its stated goals and objectives.
5. Appendices are not considered part of the proposal narrative, but they are an integral part of the proposal and must be submitted at the same times as the narrative section.
- a. Timeline: Provide a detailed timeline reflecting all major steps, deadlines, and completion dates from the project's inception through its final evaluation.
  - b. Budget and Budget Narrative: Provide a complete budget identifying all resources required to complete the project using the attached budget form supplied by the NKU Office of Research, Grants & Contracts (see Appendix IV). **Budgets must be reviewed and approved by the Office of Research, Grants, and Contracts (RGC) to insure they are consistent with University policies regarding expenses, reimbursement, and supplemental income, that the costs are projected in appropriate ways, and that indirect costs are properly calculated. The principal investigator's home department will receive \$1000 indirect costs. RGC is required to sign the proposal cover page.** The budget form should be submitted along with a budget narrative which lists the proposed expenditures, provides a rationale for the expenditures, and explains how the costs were calculated. RGC staff (AC 616, X5136) are available to assist in developing the budget. All budgets must be submitted to Research, Grants, and Contracts no later than **March 7, 2008**.
  - c. Partner's letter of commitment: Each non-NKU partner must submit a written letter of commitment, signed by an appropriate officer of the organization, which concurs with the details of the project outline in the proposal, specifically documents the resources that will be provided by that partner, and confirms the partner's role in completing the project. [Note: the final report will require an additional written statement from each partner confirming its participation in the project and listing the actual resources it expended in completing the project.].
  - d. Curriculum vitae of NKU faculty: A complete CV is required of the faculty member(s) submitting the proposal and any other NKU faculty members who will have substantial roles in completing the project.
  - e. Other appendices: Depending on the project and partners, additional appendices may be included. They could, for instance, include additional information about one of more of the

partnering organizations, table(s) of organization, biographical information about key staff members, or documentation of 501(c) (3) status.

### ***Vision 2015 Action Grants***

Proposals may request a maximum of \$7,500 from an available pool of \$30,000. Funds will be distributed as follows: .25-50FTE reassigned time over one or two semesters, \$1,000 to the principal researcher's home department, \$250-500 for supplies, travel, professional development, student assistants. **Funds will be made available beginning May 15, 2008 and must be expended no later than April 30, 2010.**

1. A cover page, using the form that appears as the last page of this RFP, signed by the department chair(s) and college dean(s) of the submitting faculty member(s) and by the Office of Research, Grants & Contracts.
2. An abstract or executive summary of 150 words or less.
3. A table of contents listing each section of the proposal, including each appendix, and the page number on which it begins.
4. A proposal narrative of no more than 4,000 words that addresses all of the following elements. Appendices are not included in this limit. The narrative will include the following:
  - a. Problem or needs statement: Provide a clear description of the community that will be served by the project and a detailed statement of the problem or need .
  - b. Goals and objectives: State the goals and objectives of the project in measurable terms that will allow them to be assessed during the evaluation stage.
  - c. Advancement of Vision 2015 goals: Identify the Vision 2015 goal and action item served by this project and explain how the project contributes to furthering the Vision 2015 goal.
  - b. Partnership: Summarize the expectations for the projects and its outcomes established with representatives of Vision 2015. A letter of agreed upon projects outcomes and the timeline for their completion must be provided. Proposals that fail to include this evidence will not be considered. Contact information for Vision 2015 representatives appears in Appendix. III.
  - c. Project description: Provide a brief project overview followed by a more detailed work plan that can be easily linked to the timeline included in the appendix. Describe the respective roles of each partner and note any preliminary groundwork or progress that has already been made by that partner working alone and/or by the entire project team. Explain the reasons for choosing the model or method proposed for addressing the problem/need (i.e. best practice).
  - l. Personnel: Identify and provide background information about all personnel – whether from NKU or from the community partner(s) who will be involved in the project. Include their relevant experience and qualifications for this project, and explain the extent of their time commitments and responsibilities. [Note: NKU faculty members who are project directors or co-directors must include CVs in the appendix.]
  - m. Student involvement: Explain the role NKU students will play in planning or implementing the project. Specify how many students will participate, how they will be selected, how they will be compensated (e.g., money or course credit), how they will benefit from their involvement, and how their learning related to this project will be assessed.

- n. Project outcomes: Describe the specific outcomes anticipated from this project. If there are specific deliverables, describe them. Also describe the scholarly output such as publications, presentations, and grant applications that are likely to result from this project and explain how what is learned will be disseminated.
  - o. Evaluation: Describe evaluation plans for this project and explain how this evaluation will relate to and measure the project's success in meeting its stated goals and objectives.
5. Appendices are not considered part of the proposal narrative, but they are an integral part of the proposal and must be submitted at the same times as the narrative section.
- a. Timeline: Provide a detailed timeline reflecting all major steps, deadlines, and completion dates from the project's inception through its final evaluation.
  - b. Budget and Budget Narrative: Provide a complete budget identifying all resources required to complete the project using the attached budget form supplied by the NKU Office of Research, Grants & Contracts (see Appendix V.). **Budgets must be reviewed and approved by the Office of Research, Grants, and Contracts (RGC) to insure they are consistent with University policies regarding expenses, reimbursement, and supplemental income, that the costs are projected in appropriate ways. RGC is required to sign the proposal cover page.** The budget form should be submitted along with a budget narrative which lists the proposed expenditures, provides a rationale for the expenditures, and explains how the costs were calculated. RGC staff (AC 616, X5136) are available to assist in developing the budget. All proposals must be submitted to Research, Grants, and Contracts no later than **March 7, 2008**.
  - c. Partner's letter of commitment: Each non-NKU partner must submit a written letter of commitment, signed by an appropriate officer of the organization, which concurs with the details of the project outline in the proposal, specifically documents the resources that will be provided by that partner, and confirms the partner's role in completing the project. [Note: the final report will require an additional written statement from each partner confirming its participation in the project and listing the actual resources it expended in completing the project.].
  - d. Curriculum vitae of NKU faculty: A complete CV is required of the faculty member(s) submitting the proposal and any other NKU faculty members who will have substantial roles in completing the project.
  - e. Other appendices: Depending on the project and partners, additional appendices may be included. They could, for instance, include additional information about one of more of the partnering organizations, table(s) of organization, biographical information about key staff members, or documentation of 501(c) (3) status.

### *Service Learning Course Development Grants*

Proposals may request \$1,500 from an available pool of \$30,000 These funds may cover supplies, travel, or be applied to professional development accounts. **Funds will be made available beginning May 15, 2008 and must be expended no later than April 30, 2010.**

1. A cover page, using the form that appears as the last page of this RFP, signed by the department chair(s) and college dean(s) of the submitting faculty member(s) and by the Office of Research, Grants & Contracts.

2. An abstract or executive summary of 150 words or less.

3. A table of contents listing each section of the proposal, including each appendix, and the page number on which it begins.

4. A proposal narrative of no more than 2,000 words will include the following items:

- a. Title of proposed service learning course
- b. Is this a new or existing course
- c. Provide an overall description of the course
- d. Provide a description of the service learning component of the course
- e. Describe how the service learning component of the course will be structured (student involvement, community partner role(s), activities, etc.)
- f. What community partner(s) will be involved in the service learning component (name of partner, short description of the organization and its purpose)
- g. What are the steps to be followed in developing this service learning course? **Note: Prior to submitting a proposal please contact Maggie Stevens, Director of Service Learning at the Scripps Center.**
- h. How will the effectiveness of the service learning component of the course be evaluated?
- i. How will service learning support and enhance the learning outcomes of this course?
- j. What is the anticipated enrollment for this course?
- k. When will the course be first offered?
- l. Will the course be offered in the future and when?

5. Appendices are not considered part of the proposal narrative (and are not included in the word maximum length limitation), but they are an integral part of the proposal and must be submitted at the same times as the narrative section. **Note: A syllabus for the proposed service learning course must be included in the Appendix.**

6. Timeline: Provide a detailed timeline reflecting all major steps, deadlines, and completion dates from the project's inception through its final evaluation. Projects must begin between May 1 and September 1, 2008 and end within 24 months.

7. Budget: Indicate how the grant award will be used. Categories include: travel, professional development, supplies (see Appendix VI.)

8. Partner's letter of commitment: Each non-NKU partner, must submit a written letter of commitment, signed by an appropriate officer of the organization, which concurs with the details of the project outline

in the proposal, and confirms the partner's role in completing the project. [Note: the final report will require an additional written statement from each partner confirming its participation in the project and listing the actual resources it expended in completing the project.]

9. Curriculum vitae of NKU faculty: A complete CV is required of the faculty member(s) submitting the proposal and any other NKU faculty members who will have substantial roles in completing the project.
10. Other appendices: Depending on the project and partners, additional appendices may be included. They could, for instance, include additional information about one of more of the partnering organizations, table(s) of organization, biographical information about key staff members, description of course materials, etc.

### **Proposal submission**

Proposals must include all elements specified in the *Proposal Requirements* section above by type of grant. All elements must be submitted at the same time as part of a single package. Commitment letters may not be submitted separately.

To be considered complete, 10 paper copies of the proposal with signed **PROPOSAL COVER SHEET** (see attached) , all appendices and one electronic copy (with or without appendices) must be submitted before 4 p.m. on March 21, 2008. Please attach Proposal

- The 10 paper copies, whether personally delivered or sent by mail must be received in the Office of the Associate Provost for Regional Stewardship (724 Administrative Center) before 4 p.m. March 21, 2008.
- The electronic version of the proposal in MS Word format may be emailed to hillardj1@nku.edu by 4 p.m. on March 21,, 2008.

<p><b>Proposals that are not received, are lost in transmission, or are incomplete after 4 p.m. March 21, 2008 will, without further notice and without opportunity to appeal, be excluded from consideration for funding.</b></p>
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### **Stipulated requirements of accepting a grant**

By submitting a University-Community Partnership Grant proposal, faculty members are acknowledging their willingness to comply with the following reporting/submission requirements if they receive a grant:

- Semi-annual progress reports (not to exceed 3 pages) will be submitted on a timely basis to the Office of the Associate Provost for Regional Stewardship (see Appendix VII.)
- A written final report will be prepared and delivered to the community partner(s) and the Office of the Associate Provost for Regional Stewardship within 30 days of the end of the project. This report shall detail the project, its methodology, actual expenses, evaluation procedures, outcomes, and any recommendations for future action.
- Copies of any and all published or otherwise disseminated papers or reports about the project are to be submitted to the Office of the Associate Provost for Regional Stewardship.

- All papers and reports about the project, whether published or unpublished, must carry a notation on the first page and/or title page indicating that it was “Funded by a University-Community Partnership Grant from Northern Kentucky University.”
- Each grant recipient will be required to participate in a poster session showcasing their UCPG research project at the First Friday event of the Fall or Spring semesters 2009-10.
- Successful applicants for Service Learning Course Development Grants must register their service learning class with the Scripps Center (Contact Maggie Stevens, Director, Service Learning)
- Successful applicants for Service Learning Course Development Grants will be expected to participate in a service learning course learning community for the first year of their grant.

**For questions or further information, contact:**

Jan Hillard  
Interim Associate Provost for Regional Stewardship  
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**PROPOSAL FOR A 2008  
UNIVERSITY-COMMUNITY PARTNERSHIP GRANT**

**COVER SHEET**

Project title: \_\_\_\_\_

Project start date: \_\_\_\_\_ Project end date: \_\_\_\_\_

Budget summary: Cash In-Kind (not required)

UCP Grant funding \_\_\_\_\_ --

Funding from other NKU sources \_\_\_\_\_ \_\_\_\_\_

Contributions from partner(s) \_\_\_\_\_ \_\_\_\_\_

From other sources \_\_\_\_\_ \_\_\_\_\_

TOTAL: \_\_\_\_\_ \_\_\_\_\_

Project Director(s) information: (Attach an additional page for additional faculty.)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title/Dept: \_\_\_\_\_ E-mail: \_\_\_\_\_

Community partner(s) information: (Attach an additional page for additional partners.)

Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact person: \_\_\_\_\_ E-mail: \_\_\_\_\_

Department Chair's endorsement: (Comments are welcomed on a separate page.)

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's endorsement: (Comments are welcomed on a separate page.)

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Budget approval: (NKU Office of Research, Grants & Contracts)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix I Vision 2015 Goals**

**<http://www.vision2015.org/>**

### **Competitive Economy**

- The Northern Kentucky region will reinvent its economy and create new jobs that ensure continued growth and prosperity.

### **Educational Excellence**

- Our educational system will promote talent and innovation and prepare children and adults to successfully compete in the global knowledge-based economy.

### **Livable Communities**

- All Northern Kentucky residents will have the opportunity to access and fully participate in the civic, cultural, and social life of the community.

### **Urban Renaissance**

- The urban center of the region will leverage its unique assets to add economic and social value to the community and to make the region more competitive in the global economy.

### **Effective Governance**

- Local government will enhance the economic competitiveness of the region by ensuring that high-quality public services are efficiently provided.

### **Regional Stewardship**

- Our communities leaders and citizens are collaborating and working together to achieve a shared vision of our future.

## **Appendix II**

### **Vision 2015 Action Grants**

#### **Action Items by Vision 2015 Goal:**

**Grant proposals will be based upon completing one of the action items below identified with a specific Vision 2015 goal.**

#### **Competitive Economy**

1. Marketing: Create and implement marketing plan that accurately reflects our region's distinctive spirit, advantages and unique value proposition.

#### **Education Excellence**

1. Research a comprehensive set of best practices for parental engagement. Identify several successful models for engaging low income parents in their child's success.
2. Research best practices for mentoring school principals and administrators. Identify the pros and cons to developing a regional peer exchange network for school principals and administrators. Identify the resources needed to develop such a network in our region.
3. Build a marketing strategy for public engagement campaigns related to education. It is estimated that multiple campaigns are needed over the next eight years to raise the community's awareness towards education challenges in our region. Research key discrepancies between reality and perception and recommend campaign topics, timing, and overall marketing strategies for building awareness around key education issues.
4. Determine the anticipated annual cost and economic impact on offering free masters degree programs to any educator in Northern Kentucky.
5. Examine the transiency rates of families with children P-12, particularly as they move from district to district using unique student identifier numbers. The frequency of relocation can have an impact on a child's ability to perform at grade level.
6. Conduct a comprehensive assessment to understand available resources in Grant, Kenton, and Campbell counties and services for children 0-6. Explore best practices in promoting success in children 0-6, parents and families.

#### **Effective Governance**

1. Conduct an analysis to determine what if any gains in service efficiency could be realized by developing a regional approach to a certain aspect of local government like fire districts or jails.
2. Develop a list of state revenues shared with local governments (i.e. gas tax, 911 mobile fees, etc.) and the distribution formulas for such funds.
3. Research alternative public funding for a regional 911 system.

### **Livable Communities**

1. Provide best practices on transit systems that cross state lines.
2. Evaluate the delivery of transportation services for elderly adults in our community. Provide recommendations for enhancing service and/or reducing cost.
3. Investigate regional funding options for parks in Northern Kentucky. Gauge the interest of residents for regional funding of parks.
4. Develop a marketing tool that promotes our existing park amenities and serves as a “one stop” tool for everything you need to know about parks in Northern Kentucky.
5. Map and generate a digital image of all Northern Kentucky’s existing parks. Enhance the image by overlaying the Licking River Parks and Greenway Initiative, the Ohio Commons Park, and other proposed parks.
6. Research the viability of having a Northern Kentucky Center for the Performing Arts. Develop a business plan for such Center.
7. Develop a score card for measuring “inclusion” in Northern Kentucky.

### **Regional Stewardship**

1. Research best practices for building service learning into the curriculum of college level education programs to ensure that future teachers comprehend service learning both in methodology and practice.
2. Conduct a study to determine the impact of service learning on area high school and middle school students specifically around the area of hope and resilience.
3. Conduct a comprehensive assessment of existing programs in the area whose objective is to support an increase in the number of women and minorities in leadership positions.

### **Urban Renaissance**

1. Research best practices for regional affordable housing/home ownership strategies.
2. Conduct a baseline assessment of Crime Prevention through Environment Design (CPTED). Develop recommendations for improving deficient items within a five year period of time.
3. Develop an annual community reporting tool (score card) to track the progress of the Vision 2015 goals.

## **Appendix III.**

### **Vision 2015**

#### **Contacts:**

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Vice President Communications & Strategic Initiatives  
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**Appendix IV.**

**Broadly Defined Budget Form 2008**

Please see attached interactive Excel worksheet

**Appendix V.**

**Vision 2015 Action Budget Form 2008**

Please see attached interactive Excel worksheet

**Appendix VI.**

**Service Learning Budget Form 2008**

Please see attached interactive Excel worksheet

## **Appendix VII.**

### **Six Month Report**

The six month report should include:

Title of Grant:

Type of UCP Grant:

Principal Investigator:

Key Points to include:

1. Completed elements of the project to date
2. Difficulties or unanticipated hurdles encountered
3. Plans to address these difficulties or hurdles
4. Evaluation of student participation and involvement to date
5. Evaluation of community partnership to date
6. Overall evaluation of the project to date
7. Attach any papers, academic publications, press articles and releases, or other materials that document the project and its outcomes.

## **Appendix VIII.**

### **Final Report**

The final report should include:

Title of Grant:

Type of UCP Grant:

Principal Investigator:

Key Points to include:

1. General and specific outcomes of the grant
2. Completed elements of the project, elements not able to complete and why
3. Evaluation of the community partnership(s), strengths and challenges encountered, lessons learned.
4. Evaluation of student participation and involvement, including hurdles encountered, lesson learned.
5. Applied research generated by the grant
6. Additional steps needed to insure effective implementation of the project over time
7. Will the outcomes of the project be sustainable? What needs to happen to insure sustainability?
8. Attach any papers, academic publications, press articles and releases, or other materials that document the project and its outcomes.