



Michigan | Campus Compact

Michigan Campus Compact
39th Venture Grant Cycle
Request for Proposals
(RFP)

Request for Proposals Available: January 16, 2010

Proposals Due: March 27, 2010

Notification of Awards: June 2010

Funds Allocated: August 2010

Cycle Begins: September 1, 2010

Cycle Closes: August 31, 2011

Final Reports Due: September 30, 2011

General Request for Proposal Guidelines

Michigan Campus Compact's Venture Grants are financial awards ranging from \$1,000-\$3,500. Applications for Venture Grant funds are available to individuals or groups from MCC member campuses who wish to develop or expand community service programs, service-learning opportunities, and/or civic learning activities. *Community service* includes volunteer activities/projects which meet the needs of the community. *Service-learning* integrates within the academic curriculum a thoughtfully organized service experience and provides structured opportunities for students to think, talk or write about their service participation (reflection). *Civic learning* includes engaging students in a public purpose, social action, advocacy, community-based research, citizenship and/or renewing the civic mission of higher education.

Goals of the MCC Venture Grant Projects:

- **To foster the habit of lifelong involvement in service and/or civic engagement,**
 - **To encourage innovative models for replication at other colleges and universities,**
 - **To contribute to further developing the institution's community service and/or service-learning program and/or civic learning efforts**
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Who may apply?

Registered student organizations, individual students in good standing, faculty and administrators of MCC member institutions are eligible to submit project proposals. Collaborations between groups on campus are encouraged. Student projects must be submitted jointly by the student/student organization and a faculty/staff/administrative advisor. MCC Venture Grant funds will only be provided to a member institution and cannot be provided directly to a community partner, individual or non-member institution although these organizations may receive funds from the awarded member institution if approved as part of the grant application.

Preparing and submitting your Venture Grant Application

All applicants must submit one (1) electronic copy of all materials except letters of support and President's Acknowledgement, and one (1) hard copy of the entire grant proposal application packet. Do not use a font size smaller than 12 points or margins less than one inch. **Incomplete applications will not be accepted or reviewed.**

Hard copy grant application packets must be stapled and typed, and include the following components in the order listed at the time of submission, to be eligible for review:

1. **Venture Grant Cover Page:** The completed title page is to be attached as a cover sheet for the proposal. Use the cover page provided and complete in Microsoft Word. Please include advisor information only for student-written proposals. All grantee contacts **MUST** be affiliated with the grantee member institution including institutional fiscal officer. The description should include project basics like who is involved, what they will do, and why it is important; and will be used by MCC and partners to describe the initiative in promotional materials.
2. **Proposal Narrative:** The proposal narrative describes the project in detail. It may be no longer than six (6) double-spaced pages, and should include the following components in the order listed:

Needs: Identify the specific problem(s) or need(s) addressed by the project.

- 1) Explain how the problem(s) or need(s) were identified.
- 2) Explain how the community was involved in defining these (directly or indirectly).
- 3) The problem(s) or need(s) may be documented by support letters from collaborating community organizations as well.

Project: Describe the proposed project activities.

- 1) State the intended project's goals and describe each of the components of the project.
- 2) Describe how students, faculty, administrators and/or community based organizations will be involved in the implementation and evaluation of the project.
- 3) Describe how this project engages new faculty, staff and/or students **in community service, service learning and/or civic engagement?**
- 4) Include a timeline for the project which may begin **September 1, 2010** and must conclude no later than **August 31, 2011**. List the proposed activities and planned dates of occurrence/conclusion.

Impact: Discuss the anticipated impact of this project on:

- 1) The students involved in the project, the campus and the community in which the campus resides.
- 2) Discuss the probable effect(s) of the project related to the identified problem(s) or need(s). Present the anticipated outcomes.
- 3) Include realistic estimates of the number of students to be engaged in this project and the amount of time they will spend. Include the anticipated number of community members to be affected by this project.

Evaluation: Present information on how this project will incorporate both formative (ongoing) and summative (final) evaluation. How will the outcomes be measured?

Sustainability: Include explicit plans for continuation and funding sustainability of the project beyond the MCC Venture Grant funding period.

3. **Budget and Budget Narrative:** Include a proposed budget detailing how funds will be used. Each applicant may apply for a grant of up to \$3,500. A match of 100% of the requested amount must be provided. A sample budget and budget narrative may be viewed at <http://www.micampuscompact.org/venture.asp>. Please include the formulas used to determine the funds.

4. Letters of Support: These letters document the worth of the project from the perspective of the letter writer. Examples include letters from the project's campus advisor or from the community based organization(s) collaborating on the project. Though not assessed a point value in the review, two letters of support (no more than two will be accepted) must be present.
5. Acknowledgment from the president of the college/university: A signed acknowledgment or letter from the college/university president, chief academic officer, or chief student affairs officer must accompany the application. Though not assessed a point value in the review, this acknowledgment must be present.

Send one (1) typed original of the proposal to:

Michigan Campus Compact
 Attn: Shannon Zoet
 1048 Pierpont Suite #3
 Lansing, MI 48911

Electronic copy of the grant application packet must include the following components at the time of submission to be eligible for review:

1. Venture Grant Cover Page: (MS Word document)
2. Proposal Narrative: (MS Word document)
3. Budget and Budget Narrative: (MS Word document)

Send one (1) electronic copy of the proposal to: Shannon Zoet, szoet@micampuscompact.org

Checklist - Proposals missing ANY of these components will NOT be reviewed.

- _____ Cover Page (provided) with project description (electronic & hard copy)
- _____ Proposal Narrative, not exceeding 6 pages (electronic & hard copy)
- _____ Budget (electronic & hard copy)
- _____ Budget Narrative including formulas used to determine costs (electronic & hard copy)
- _____ President's Acknowledgement (hard copy)
- _____ Two Letters of Support (hard copy)
- _____ Follow appropriate grant submission procedure of your institution (may include submitting to a grant office)

NO FAXED, INCOMPLETE OR LATE PROPOSALS WILL BE ACCEPTED!

Frequently Asked Questions

- **What is Michigan Campus Compact?**

Michigan Campus Compact promotes the education and commitment of Michigan college students to be civically engaged citizens, through creating and expanding academic, co-curricular and campus-wide opportunities for community service, service-learning, and civic engagement.

The Michigan Campus Compact is funded by dues from member institutions, sponsorships and grant awards. Housed and affiliated with the Michigan Nonprofit Association, the Michigan Campus Compact is also an affiliate of Campus Compact. More information about MCC is available at our web site www.micampuscompact.org or by calling our office 517.492.2424.

- **What are the conditions of the grant?**

Grant monies will be dispersed to the MCC member institution following contractual authorization of compliance with the following conditions:

1. An MCC member institution authorized fiscal officer is identified who will administer the grant money and maintain fiscal accountability for the project;
2. The member institution will agree to provide oversight to the project via the faculty or administrative advisor to the student/student groups;
3. MCC assumes no responsibility or liability for costs incurred by the applicant prior to the signing of any contract resulting from this request. Total liability of this party is limited to the terms and conditions of the request and any resulting contract; and
6. The member institution will comply with other stipulations as indicated by contract and will complete the project on or before **August 31, 2010**.

- **What type of projects may qualify for grant money?**

The Venture Grant program encourages the development of innovative community service, service-learning, and/or civic learning projects on Michigan campuses. Qualifying projects may include, but are not limited to, direct service activities, community-based research, curriculum development, or testing of model programs. In general, proposed projects should respond to an identified need in the surrounding community or campus/community setting. Projects must demonstrate the potential for an increase in the overall number of college students involved in public and community service work. Projects must also utilize college or university resources. Funding is for new or expanded initiatives and is not intended to be replacement or continuation dollars. The intent is to fund projects that engage previously unengaged faculty, staff and/or students. Expansion funding will go to projects that, in order to move them to the next level (i.e. new population or new partnership), require additional funding.

- **When/How may an application be submitted?**

All grant applications for consideration must be received in hard copy form and electronic form in the office of Michigan Campus Compact no later than **5:00 p.m. March 27, 2010**. Faxed or incomplete applications will not be accepted or reviewed. Please allow adequate time when mailing the hard copy. Late applications will not be accepted. Send one (1) typed original of the proposal to the address listed on page 3, and one (1) electronic copy to the email address listed on page 3.

- **How are grants awarded and administered?**

An MCC peer review committee (comprised of member institution students, faculty and staff) will review applications and submit recommendations to the MCC Board of Directors. Upon Board approval, written notification will be sent to the applicants. Venture Grant monies are to be administered by the MCC member institution with financial accounts and records maintained on behalf of the students/student groups, administrators or faculty members who have received an award. The contact information of the authorized institutional fiscal officer who will oversee the funds must be included in the proposal. Member institutions will be held accountable for the recipient's compliance with the grant requirements.