

**MICHIGAN CAMPUS COMPACT**  
**Service for Access Initiative**  
**2010 – 2011 Campus and Community Action Grant**



Michigan | Campus Compact

In the 2010-2011 academic year, Michigan Campus Compact (MCC) will offer approximately four reimbursement grants of up to \$20,000 for campuses interested in working on an integrated approach to college student service, and access to higher education. Grants will be awarded to MCC member faculty and/or staff to support or pilot partnerships between higher education institutions and established or newly forming community-based college access networks and K-12 schools, in and around Michigan Promise Zones. For project examples visit: <http://www.micampuscompact.org/access.asp>

<b>Request Available:</b>	<b>November 15, 2009</b>
<b>RFP Deadline:</b>	<b>March 1, 2010</b>
<b>Awards Announced:</b>	<b>March 31, 2010</b>
<b>Cycle Begins:</b>	<b>May 30, 2010</b>
<b>Cycle Ends:</b>	<b>May 30, 2011</b>

**Goals**

- Campuses and community-based college access networks in and around Michigan Promise Zones will work collaboratively to address issues of college access and success.
- Create and/or strengthen partnerships with schools or districts where K-12 youth are historically less likely to attend college.
- Provide direct service in the community through replicable projects that include college access components, including expanding, creating or deepening mentoring, tutoring, after-school programs, and youth enrichment programs.
- Recruit more college students to engage in programs that will positively benefit Michigan youth.
- Recruit and train college volunteers to be “college positive” – serving as more than just role models and educators, but as a bridge for young people on the path to college.

**Eligibility**

- Open to faculty and staff at member campuses and their partners, including but not limited to offices of Community Service, Service-Learning and Civic Engagement, Admissions, Diversity Programs, Financial Aid, established pre-college and/or access programs such as Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP), and TRiO.
- Funds will be awarded to MCC member institutions. For a list of members visit: [www.micampuscompact.org/membercampuses.asp](http://www.micampuscompact.org/membercampuses.asp)
- These are reimbursement grants. MCC will reimburse approved expenditures according to a schedule designated by MCC.
- All funds awarded by MCC require a 100% match of cash or in-kind support.
- Campuses are encouraged to work with community-based college access networks who receive grant awards from Michigan College Access Network. For more information visit: [www.micollegeaccess.org/apply.html](http://www.micollegeaccess.org/apply.html)

**For More Information**

Contact Michelle Snitgen at MCC, 517.492.2439 or [msnitgen@micampuscompact.org](mailto:msnitgen@micampuscompact.org)  
Visit [www.micampuscompact.org](http://www.micampuscompact.org) for additional grant opportunities focusing on college access.

## **Michigan Campus Compact**

Michigan Campus Compact (MCC) is a statewide organization of college presidents that 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. In MCC's 20 year history, the organization has supported and strengthened the ability of Michigan's higher education institutions to engage students in service and to solve critical issues for communities, for Michigan, for our Nation, and around the world.

## **College Access Programs**

For the purpose of this initiative, college access programs are defined as those that work with youth to raise awareness about the possibility and affordability of college and take steps to better prepare youth for college. Access to higher education is a multifaceted issue that affects higher education, K-12, local communities, Michigan, and our nation, and requires a unique and creative solution. Many civic engagement leaders on campuses and in communities are already working to address the financial, academic, and social barriers of attaining higher education success. Through the MCC Campus and Community Action Grants of the Service for Access Initiative, MCC encourages campuses in and around Michigan Promise Zones to work more collaboratively with community-based college access networks to address issues of college access and success, involving college students working with youth as ambassadors of higher education. Through deeper campus and community collaborative efforts, and the training and supporting of college students to participate in "College Positive Volunteerism," Michigan can see a greater result in college access and success.

## **College-Positive Volunteerism**

"College Positive Volunteerism is a framework that can be applied by students, faculty, and administrators alike to focus on the bigger picture when involved with youth targeted volunteer programs. Through this framework, college volunteers understand the ways they can increase college awareness and enthusiasm in youth" (Massachusetts Campus Compact).

College students acting as tutors, mentors, and active community volunteers can have a profound impact on how young people, beginning as early as first grade, view the possibility of going to college. By taking a college-positive approach with young people, college students can serve as more than just role models and educators. They serve as a bridge for young people in the discovery of college opportunities. MCC is developing a sustainable training curriculum for college students; one that can be incorporated into the training of all volunteers who work with young people. In doing so, the number of direct one-on-one interactions supporting college access by youth will be increased.

## **Grantees will be selected on the basis of:**

- Addressing all questions of the proposal in a clear, detailed, and organized fashion;
- A thorough program plan and set of objectives that meet the goals of the grant;
- Strong involvement and demonstrated commitment of all partners;
- Degree of involvement of college students;
- Ability to provide sound program and fiscal oversight; and
- Appropriate use of grant funds.

### **Selection Process**

Grants will be awarded through a competitive peer review selection process. MCC will engage individuals from higher education institutions and access-focused higher education programs to determine which subgrants will be funded. One unique aspect of MCC subgranting is that students often take part in the review of grant applications, a type of philanthropy education not often afforded young persons, through which they may gain experience to encourage grant writing.

### **Application Assistance**

The grant program director is not a part of the review committee and is available to answer questions and concerns regarding the grant application process.

Please check the MCC website for a grant assistance schedule:

Grant Application Preparation Meetings	January and February 2010
Technical Assistance Conference Calls	January and February 2010

### **Grant Requirements**

- Track and report on progress towards objectives stated in the grant application through periodic submission of program reports;
- Track and report on recruitment and participant information;
- Track and report on financial expenditures and match contributions through periodic submission of Subgrantee Fiscal Reporting and Reimbursement Forms;
- Cooperate with the monitoring and evaluation efforts of Michigan Campus Compact and the Department of Education. Specifics are yet to be determined, but will be finalized and available to potential subgrantees before grant contracts are issued;
- Arrange time for the MCC Program Manager to conduct at least one site visit per year;
- Send at least two (2) representatives to a subgrantee grant logistics meeting (May, 2010);
- Send at least two (2) representatives to the Institute: Service-Learning & Civic Engagement (February 2011);
- Send college students to the College Positive Volunteerism trainings (various dates to be determined in the Fall of 2010 and Spring of 2011);
- A year after the approved grant cycle begins, said grant and related material, such as reports and other publications, become property of Michigan Campus Compact;
- The Grantee must provide and account for matching funds as agreed upon in the approved application and budget, even if the Grantee does not expend the total grant award; and
- Matching contributions must be verifiable from the Grantee's record; not included as contributions for any other Federally-assisted programs; and allowable under applicable cost principles.

### **Funding**

Funding is contingent on the Department of Education College Cost Reduction and Access Act. Michigan Campus Compact is affiliated with Michigan Nonprofit Association and Campus Compact, and is supported by the ConnectMichigan Alliance Endowment. Michigan Nonprofit Association will serve as the fiduciary agent in Michigan for the grant.

**Timeline**

Proposals [Original and 8 copies] due to:

Michigan Campus Compact

1048 Pierpont, Suite #3

Lansing, MI 48911

Attn: Service for Access Initiative, Campus and Community Action Grant

Anticipated notification of grant awards: March 30, 2010

Grant period begins: May 30, 2010

End of grant period: May 30, 2011

\*\*\*\*Those awarded will be required to attend a grantee meeting in May of 2010.

**Deadline: Must arrive at MCC office, Wednesday, March 1, 2010 by 5 p.m.**

***FAXED AND EMAILED PROPOSALS WILL NOT BE ACCEPTED!***

**Grant Proposal Checklist**

- Completed Title Page (use template attached) with appropriate fiscal officer signature
- Abstract of one page or less
- Project Description of 3 – 5 sentences
- Narrative of 8 – 10 pages that addresses all areas detailed under Section D of the Request for Proposal
- Completed Budget for grant funds and match
- Completed Budget Narrative for grant funds and match
- At least two letters of support
- Original and 8 copies of all documents

The contents of this document are supported in part by the U.S. Dept of Education College Access Challenge Grant. However, contents do not necessarily represent the policy of the Department and do not assume endorsement by the federal government.

A special thanks to Massachusetts Campus Compact for guiding our initiative with their work and publications: *A Guide to College Access and the College Positive Volunteer*, and *Emerging Themes in the Fields of College Access and Civic Engagement: College Access Fellows Mapping Report*.

<http://ase.tufts.edu/macc>



Michigan | Campus Compact

**MICHIGAN CAMPUS COMPACT**  
**Service for Access Initiative**  
**2010 – 2011 Campus Demonstration Grant**  
**REQUEST FOR PROPOSAL**



## **APPLICATION COMPONENTS**

All grant applications must be typed in 12 point Times New Roman or Arial font, double-spaced with at least one inch margins.

- A. Title Page** (see attached Application Title Page)
- B. Abstract:** Briefly summarize the content of the proposal (not to exceed one double-spaced page)
- C. Project Description:** Three (3) to five (5) sentences MCC and partners will use to describe the initiative in promotional publications.
- D. Proposal Narrative:** (8 – 10 double-spaced pages):
  - 1. Key issue or problem regarding youth accessing higher education**
    - a. How are programs on your campus and in the community already working to address issues facing youth in access to higher education?
    - b. Describe the needs on your campus and in your community pertaining to youth accessing higher education. Explain efforts of your community-based college access network partner. *(Include statistical information that clearly shows identified need.)*
  - 2. Programming plan**

Detail your specific programming plans for this initiative.

    - a. Be sure to describe how you would address issues described in question #D1b
    - b. What is the expected result of the work and activities described in this proposal?
    - c. Clearly depict the role of college students in your programming
    - d. How might your program benefit not only youth, but community members, college students, the institution, the community and the state?
    - e. Indicate target dates for planning, programming, proposed number of meetings and/or trainings, and other applicable details.
  - 3. Campus and community partnerships**
    - a. Describe the role of each of the partners involved in your programming, indicating how each will share equal responsibility.  
*(This should include, at minimum, (1) a partner representing the higher education applicant, (2) a partner representing a community-based college access network.)*
    - b. Explain how this partnership will expand or enhance existing access programming and services for the campus and the community.
    - c. List any other community partners you plan to work with on projects supporting by this grant (local schools, youth serving agencies, etc.)

#### 4. Training

- a. How will college students and other volunteers be trained for their involvement in your programming?
- b. Please state your commitment to send at least five program representatives to college positive volunteerism trainings (multiple training dates will be available during the 2010 – 2011 academic year).

#### 5. Participants

- a. How will you recruit college students to become engaged with your program?
- b. How many college students do you expect to be involved?
- c. How do you intend to recruit youth to participate in your program?
- d. How many youth do you anticipate will be involved?
- e. What other groups do you hope to involve and/or impact through your programming? Indicate recruitment target numbers for those groups. (*For example: parents of youth, guidance counselors, community members, legislators, etc.*)

#### 6. Program Commitment

How will you work toward building support for this project in your community and at your institution?

#### 7. Evaluate your efforts

How will you measure the impact of your activities or quality of the outcomes?

### E. Provide a budget and budget narrative as Appendix A and B (not included in 8 – 10 page narrative)

1. **Budget: Detail the grant funds requested (up to \$20,000) with a required 100% match (either cash or in-kind) to demonstrate commitment to the program (e.g., for space rental, resources, etc.)**

Allowable Costs: Examples of allowable costs include student or professional staff, graduate assistants, transportation, trainings and education, and partnership development activities. Providing funds to a community organization to help form the partnership are allowable, as well as the direct costs associated with the development or implementation of the project. Faculty/staff time may be used as part of the match, but not for the entire match.

Non-allowable Costs: Budget funds cannot be used for indirect costs, food, equipment costing more than \$100, entertainment costs, tickets to recreational events, ball games, zoos, etc., clothing such as T-shirts or hats, international travel and/or cash incentives.

#### **Organize your budget around the following categories:**

- Personnel Expenses
- Personnel Fringe Benefits
- Travel
- Supplies
- Trainings
- Evaluation and Research
- Other Program Operating Costs

2. **Budget Narrative**: Provide a budget narrative explaining how funds will be expended and how the match (either cash or in-kind) will be made.
- Explain how the funds will be used during the grant year
  - Explain how the match will be met (e.g., for space rental, resources, etc.)
  - Provide detailed calculations showing how each amount has been determined

**F. Provide at least two letters of support for your program to signify commitment**

Suggestions:

- Letter of commitment from the service office on campus signifying an equal partnership.
- Letter of commitment from the community-based college access network signifying an equal partnership.
- Letter from your institution's president or an appropriate dean/provost.
- Letter(s) from other relevant advocates and/or community partners.

## MICHIGAN CAMPUS COMPACT

**SERVICE FOR ACCESS INITIATIVE**

2010-2011 Campus Program Demonstration Grants

**APPLICATION TITLE PAGE**

Name of Institution \_\_\_\_\_

Lead Applicant \_\_\_\_\_

Community-Based College Access Network \_\_\_\_\_

Promise Zone \_\_\_\_\_

Project Title \_\_\_\_\_

Funds Requested \_\_\_\_\_ Total Project Cost (including match) \_\_\_\_\_

Service/Civic Engagement Office Program Manager \_\_\_\_\_

Title \_\_\_\_\_

Complete Campus Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

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

Access Initiative Program Manager \_\_\_\_\_

Title \_\_\_\_\_

Complete Campus Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

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

Authorized fiscal agent signature (Please note: This application **must** be routed through the appropriate campus system, and signed by the person authorized on campus to accept external contracts and grants on behalf of the institution. No application will be accepted without a correct authorized fiscal agent signature.)

Fiscal Agent \_\_\_\_\_

Title \_\_\_\_\_

Complete Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

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