

VCU Council for Community Engagement

2008 Request for Proposals

The Council for Community Engagement at Virginia Commonwealth University announces the availability of funds to support VCU faculty and staff projects that will enhance and increase university engagement with the greater Richmond community and will contribute to the research and teaching of VCU units. The council will offer \$100,000 for disbursement, with a maximum of \$20,000 per project.

VCU will host two informational meetings to provide opportunities for networking, to discuss multiple approaches for addressing priorities identified by the greater Richmond community, and to ask questions about the Request for Proposals. These meetings will be held on the Monroe Park Campus at the Scott House (909 West Franklin Street, conference room) on Jan. 22, 2008 at noon and on the MCV Campus at the Center for Clinical and Translational Research (1200 East Clay Street, conference room) on Jan. 25, 2008 at noon. Members of the greater Richmond community are invited and welcome to attend.

Successful projects will respond to needs identified by our community and support the goals of VCU's Strategic Plan. For background information on VCU's model for university-community partnerships, please refer to Theme V of the university's strategic plan, [VCU 2020](#).

Criteria

- Each project must demonstrate participation of two or more VCU or VCUHS units.
- Student group or health system applicants must demonstrate VCU faculty involvement.
- Projects should address community-identified needs and reference the sources, such as the City of Richmond Strategic Plan or the strategic priorities of the Greater Richmond Chamber of Commerce www.grcc.com/page/name/Vision2010.
- Projects must demonstrate substantive collaboration of at least one community partner. The community partner may be a government agency, community or nonprofit organization, school, or an affiliate of a local membership organization. The council defines "partners" as constituencies that commit resources in joint pursuit of a mutually beneficial end.
- Preference will be given to proposals that involve VCU students.
- Preference will be given to projects that have potential for long-term engagement.
- Projects may include support for a person in the community with specific knowledge or expertise that would strengthen the proposed initiative. This person could be designated as a Community Scholar. Community Scholars can assume a number of roles, such as: participant on a research team; consultant to faculty members or students with the design and implementation of projects; liaison to community groups and organizations; and resource for identifying strategies to disseminate skills and knowledge within VCU, VCUHS and to the community.
- Previously funded projects may apply for a renewal grant under the following conditions: a substantive expansion (e.g. addition of new partners or activities) must be incorporated into the request and a sustainability plan must be in place to justify a second year of university support.

Proposal guidelines

Funding

- Funding may not be used for indirect costs.
- Funding may be used for faculty release time, summer salary for 9-month faculty, student workers, Community Scholar PSAs, subcontracted activities and related costs.

Format

- Completed and signed cover sheet.
- Completed Data Sheet.
- 10-page limit, double spaced, excluding budget and attachments.
- Proposal should include:
 - Need statement
 - Project description and timeline
 - Description of partners and VCU expertise
 - Statement of expected outcomes (and sustainability, if applicable)
 - Evaluation plan

Please address these issues in your proposal

- What is the nature of the problem you wish to solve? What are the primary objectives of your project? With what kind of populations will you work?
- What are the specific responsibilities, timeframe and measurable outcomes of the project?
- What are the intended benefits for the team, for VCU, and for the organization?
- How many faculty, staff, students, community partners and individuals will be involved?
- List anticipated products of the project.
- If you plan to involve students in your project, how will this be done?
- If this is a research project, how and when will outcomes affect the community partner?
- Can the project or related activities be sustained?

Required attachments

- One page budget: itemize expenditures and provide budget narrative.
- Signed letter of commitment from the community partner(s).
- Signatures of department heads and deans from each VCU unit involved (see below for faculty application).
- Most recent annual report from community partner (if appropriate).

Process

Submission

Proposal and attachments may be submitted as PDF files by e-mail to swmarrs@vcu.edu no later than midnight on March 3, 2008. Hard-copy proposals must be delivered by 5 p.m. March 3 to: Council for Community Engagement, Attention: Samantha Marrs, Scott House, 909 West Franklin, P.O. Box 828039, Richmond, VA 23284.

Review

Proposals will be reviewed and finalists selected by April 4, 2008. Finalists and their community partners will be required to give a **15-minute presentation** of their proposed project to members

of the council on April 23. Funded projects will be announced May 1, 2008. The initial review will be conducted by the CCE Grants and Gifts Committee with representatives from the community.

Funding

Funding will be transferred to the home department responsible for fund disbursement and reporting activities. Monies will be made available after July 1, 2008 for expenditure over a period of 12 months.

Required activities and reporting for awardees

- Funded project directors must complete university forms and applications, as appropriate. IRB approval will be required, as appropriate, prior to the release of funds.
- Expenditures: all activities (including outcome evaluation) must occur within 12 months of receipt of funding.
- The university and community partner will give a team presentation on the outcomes of the completed project at a VCU-sponsored event.
- Final report: a brief narrative report on the activities of the project and a detail of expenditures will be due to the Grants and Gifts Committee within one month of project completion.

Questions?

Please direct questions to Samantha Wheeler Marris, chair of the CCE Gifts and Grants Committee via e-mail at swmarrs@vcu.edu. Samantha or one of the members of the Committee will respond to you quickly. We also hope that you share your questions at one of the open house sessions in late January.

General questions about the Council for Community Engagement may be directed to Co-Chairs Cathy Howard at choward@vcu.edu and Sheryl Garland at sgarland@mcvh-vcu.edu – or by visiting the council's Web site within the Division for Community Engagement, www.community.vcu.edu/solutions/cce/index.html.

VCU Council for Community Engagement 2008 Cover Sheet

Please print out, complete and attach with application to:

Council for Community Engagement
909 West Franklin Street, Room 202
P.O. Box 842039 | Fax to 828-0847

Project title

Primary faculty contact

E-mail

University P.O. address **Phone number**

Community partner name*

Community partner contact

Address **Phone number**

*** A letter of support from a primary community partner must accompany the application.**

Required signatures

Department chair/director **Date**

Dean of school/college **Date**

Department chair/director **Date**

Dean of school/college **Date**

VCU Council for Community Engagement 2008 Data Sheet

Project title: _____
Amount requested: _____
Names of VCU/VCUHS units: _____
Name of primary VCU contact: _____
Name of fiscal administrator contact: _____
Number of participating students in each unit: _____
Number of participating faculty in each unit: _____
Name of community partner(s): _____

Brief project description (Limit 200 words)

— CHECK HERE IF THIS TEAM WAS FUNDED BY THE COUNCIL IN 2007

Proposal checklist

Content

- Completed and signed cover sheet.
- Need statement.
- Project description and timeline.
- Description of partners and university expertise.
- Statement of expected outcomes (and sustainability, if applicable).
- Evaluation plan.

Attachments

- Budget: itemized expenditures and a budget narrative.
- Signed letter of commitment from the community partner(s).
- Signatures of department heads and deans from each VCU unit involved.
- Annual report from community partner (if appropriate).