

ENGAGING COMMUNITIES AND CHANGING LIVES



CENTER FOR COMMUNITY-BASED PARTNERSHIPS

CCBP Seed Fund Application Form, 2011-2012

APPLICATION REQUIREMENTS

Applications must be filled out in hardcopy form and submitted to the Office of Community Affairs, 250 Rose Administration Building, Box 870113, The University of Alabama, Tuscaloosa, AL 35487. All applications must be received by 4:45 p.m., Wednesday, September 21, 2011. In preparing your proposal, use the numbering and lettering system on this form.

- (1) Today's date.
- (2) Project title.
- (3) Submitted by (list principal investigator and associates).
- (4) Address, email address, and telephone number of principal investigator (only one contact person).
- (5) Amount requested.
- (6) Narrative: In no more than six pages, including the cover page, address the items below. Single space within paragraphs and double space between paragraphs. The required timeline and budget are considered part of the six pages. Do not exceed this length. If the proposal includes a request for equipment, the request should be justified in the narrative and must include a one-page written endorsement by the Vice President for Community Affairs as a separate attachment. The application must state who will own the equipment after the period in which the project is funded. The committee will not consider applications that include equipment without this endorsement. No biographical or CV information is required.
- (7) Narrative (in the order listed below).
 - (a) Tell the purpose of the project and how it will contribute to engaged scholarship. Describe relevant theories and methods for the proposed research and how the research will be carried out. Be aware that your proposed research may require a review by the University's Institutional Review Board. Indicate the status of your project with respect to IRB requirements, if applicable.
 - (b) Tell how the project will involve students and partners. Be specific regarding who the students and partners are and in general what they will do. For example, list course titles, if applicable, and the names of any community organizations or partners involved. List names of partners and organizations. Describe how this activity is supported by the community, how it will benefit both the community and the University and/or affected discipline, and how it will be sustained after the seed funds have been spent. Describe opportunities for additional funding from outside sources.
 - (c) List and provide a timeline of the essential activities. Include methods for evaluating these activities and how you will know if your project has been successful (assessment component). This element is important and will be a required component of your final report. In your timeline keep in mind the fiscal year boundaries.
 - (d) Present a budget with any needed explanatory narrative that shows how the funds will be expended.

GUIDELINES FOR APPLYING FOR CCBP SEED FUNDS

- Requests should not be for more than \$5,000.
- Seed funds are not intended to be used for salary support. The only exception is that some of the grant can be allocated for undergraduate or graduate student wages if a student employee is temporarily assigned to tasks associated with the project.
- The allocated funds must be spent within the fiscal year in which they were awarded.
- Faculty, staff, students, and academic and administrative units are eligible to request funds. Community partners requesting funds must have a UA faculty member as co-principal investigator.
- Proposals should be for seed funding. Proposals seeking additional funding for ongoing projects are discouraged.
- The Proposal Support Committee of the CCBP Council will recommend the winning proposals to the Vice President for Community Affairs.
- Recipients will be required to give a final report on their projects to the committee. Keep in mind that UA's Office of Media Relations might want to highlight the results of your project.
- The Proposal Support Committee will give feedback to proposals not funded. If those proposals are to be considered in later rounds, the project director must first address any concerns the committee found.
- Proposals should be designed to involve UA students in ways that extend the classroom experience, involve an identifiable community, and maximize scholarly output.
- Proposals must include an assessment component, a budget, and a timeline.
- Proposals that engage UA students should provide a reflection component.
- Proposals should provide evidence of community support and engagement with the project. Ways to provide this evidence include letters of support and statements of participation by community members.
- Proposals should make explicit how the activity will be sustained once the seed funds are spent.
- Preference will be given to proposals that *build capacity* within communities rather than those that merely promise to "help" the community solve a problem.
- Preference will be given to proposals that cross college/department/disciplinary boundaries.
- An award is possible for continuing or renewing a project previously funded through this program, but preference will be given to new projects.