2015 Capacity Building Grant Application
Faculty/Community Partnership Projects

www.memphis.edu/scgrants

Thank you for applying for a Strengthening Communities Capacity Building Grant.

No applications, regardless of the date on which they were started, will be received after noon on Friday, January 30, 2015.

Please complete each section below. **Each essay response is limited to 1800 characters or less (approximately 200 words).** Submissions received with incomplete or missing information will be reviewed as received and may be disqualified.

Upon completion and submission of the application, a confirmation email will be sent to the email addresses entered for the community organization and faculty partner. The email will contain a response report and full question text.

Attention: "Save and Continue" will work as long as you return to the survey on the same Internet browser and computer you started the survey on.

PLEASE CLICK HERE TO SUBMIT AN APPLICATION ONLINE, THIS TEMPLATE IS FOR REFERENCE PURPOSES ONLY!

Nonprofit Community Organization Information

1)

    Name of Organization
    Contact's First Name
    Contact's Last Name
    Contact's Title
    Street Address
    City
    State
    Zip Code
    Phone
    Email
    Website

2) Please **upload** a list of the officers, directors, and staff members of your organization.

3) Briefly describe your nonprofit community organization, including the mission and services provided: (1800 characters or less)

4) Is your organization a 501(c)(3) nonprofit?
❍ Yes
❍ No

5) Please **upload** a copy of your 501(c)(3) letter of tax exemption.

6) Please include a web link to your Form 990.

7) Please enter your Federal Tax Identification Number (EIN number).

8) Which 501(c)(3) organization has agreed to serve as your fiscal agent for purposes of this grant?

9) Please **upload** a copy of your fiscal agent's 501(c)(3) letter of tax exemption.

10) Please include a web link to your fiscal agent's Form 990.

11) Please enter your fiscal agent's Federal Tax Identification Number (EIN number).

[   ]

12) Please **upload** a letter of support from your fiscal agent. This letter should convey confidence in your organization to execute the proposed project.

Interest Meeting

13) Please list the name of the representative from your organization who attended an Interest Meeting.

[   ]

14) Please indicate the meeting he/she attended:
- ❑ September 4th: University of Memphis, 8:30 – 10:00am
- ❑ October 9th: Community Foundation of Greater Memphis, 5:30 – 7:00pm
- ❑ November 13th: University of Memphis, 3:00 – 4:30pm

Faculty Partner Information
15)
  First Name
  Last Name
  Title
  Department
  Campus Address
  City
  State
  Zip Code
  Phone
  Campus Email

16) Faculty Partner, please describe your research interests/focus. (1800 characters or less)

[   ]

17) Please **upload** an Endorsement Form signed by your Department Chair or Director. If you do not have a Department Chair or Director, please have the Endorsement Form signed by your Dean. The Endorsement Form can be found on the SCI website under "How to Apply."

18) Does this proposal require any of the following? (If awarded a grant, faculty will need to submit IRB materials if applicable to the proposal.)
- ❑ Use of potentially hazardous materials
- ❑ Equipment, facilities, human resources, or services not currently available or budgeted herein
- ❑ Use of human subjects, approved by the Institutional Review Board (IRB)
- ❑ Use of Lab Animals, approved by the Institutional Animal Care & Use Committee (IACUC)
- ❑ None of the above

Project Description

19) What is the name of the proposed project for which you are seeking funding?

20) Please describe the proposed project to be funded by Strengthening Communities. (1800 characters or less)

21) Please describe the defined geographic community that will be impacted by the project. A defined community can be either (1) a neighborhood, street, housing complex, or work site, in which case please indicate neighborhoods, street boundaries, or zip codes, or (2) a group of people who share a common interest and represent a significantly underserved population. (1800 characters or less)

22) Why are you submitting this proposal? What need is being addressed? (1800 characters or less)

23) Please indicate which of the following focus areas relate to your project. (You may select no more than two.)
- ❑ Economic development
- ❑ Education
- ❑ Health
- ❑ Housing
- ❑ Transportation
- ❑ Safety

24) Please explain how your project relates to the focus areas indicated above. (1800 characters or less)

25) Does your proposed project build upon a previous successful SCI Small Grant project?
- ❍ Yes
- ❍ No

26) Please identify the previous SCI Small Grant project, and explain how your proposed project builds upon that project. (1800 characters or less)

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27) Does your proposed project build upon a previous successful SCI Capacity Building project? (If so, the proposed project must take the previous project in a new direction.)
- ❍ Yes
- ❍ No

28) Please identify the previous SCI Capacity Building project, and explain how your proposed project takes the previous project in a new direction. (1800 characters or less)

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29) Please describe how the proposed project will increase the capacity of the community and/or organization. (1800 characters or less)

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Resident/Stakeholder Involvement

30) Please describe the collaborative approach for the proposed project, including how the organization, faculty, and residents of the defined community (or stakeholders who are a part of the defined community) were substantively involved in project planning and will be actively involved in project execution. Please include how the organization, faculty, and residents (or stakeholders) will coordinate their activities (i.e., regular meetings, etc.). (1800 characters or less)

31) To demonstrate this collaborative team approach, letters of commitment (**no more than three**) from all referenced residents or stakeholders should be included in the application. These letters should confirm the resident or stakeholder's intent to collaborate and should convey confidence in your organization to execute the proposed project. Evidence of a proven track record of collaboration will be considered favorably.

32) Please **upload** your first letter of commitment here.

33) Please **upload** your second letter of commitment here.

34) Please **upload** your third letter of commitment here.

Engaged Scholarship & Student Involvement

35) Faculty Partner: Briefly describe your research question(s), the relevant literature, and the scholarly products you expect to result from the project. (1800 characters or less)

36) Faculty Partner: Briefly describe how you see University of Memphis students collaborating with the community organization to achieve the goals that you and the community organization have agreed upon. (1800 characters or less)

Outcomes

Please identify tangible, measurable outcomes and a plan for assessment in the following areas:

37) Capacity Building: How will the project build the capacity of the community organization? (1800 characters or less)

38) Broader Community Impact: How will the community being served be strengthened through the project? (1800 characters or less)

39) Engaged Scholarship: What scholarly products will result from the project? (1800 characters or less)

40) Student Learning and Retention: How will student involvement enhance their mastery of course content and disciplinary concepts, and how it will enhance their retention at the University. (1800 characters or less)

41) Project Long-Term Impact: Demonstrate the long-term impact of the project, which may include: policy change, organizational change, or plans to secure additional funding. (1800 characters or less)

Timeline

Projects must be started and completed within 18 months of the grant award (August 1, 2015 – February 1, 2017).

42) Please provide a timeline for the project below (**either in the text box or upload your own document**).

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[text box]
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43) Please **upload** your timeline here if you did not enter it in the text box above.

44) You **must** enter a timeline in order to complete your application.

Budget (up to $18,500)

45) Please **upload** your completed Capacity Building Grant Application Budget spreadsheet. Please use the Capacity Building Grant Budget Template provided on the SCI website under "[How to Apply](#)."

Project budgets must be structured so that all partners receive benefit from the grant.

Faculty: Up to $6,500 for University of Memphis associated expenses: including travel, equipment, supplies, faculty summer salary (maximum $4,500), stipends for student assistants (requests for tuition and fees are not permitted), and other expenses.

Community Organization: The remainder of the budget ($12,000 or less) must be allocated for implementation of the project for the benefit of the community identified by the proposal. Suitable implementation expenses include, but are not limited to: equipment, supplies, or additional staffing needed to fulfill the project.

Strengthening Communities Grant awards will not fund:
• Program expansion
• Building construction or renovation
• Code enforcement
• Core operating costs or existing positions
• Endowments
• Loans
• Projects related to partisan politics or elections
• Educational Scholarships
• Individuals

46) Other Attachments: 1 of 3 (Optional)

For Example: maps, planning materials, surveys, or other materials that help to inform the grant review committee about your project.

Please **upload** any other documents or images related to your proposal.

47) Please briefly describe the "Other Attachment" you uploaded.

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[                                    ]
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48) Other Attachments: 2 of 3 (Optional)

Please **upload** any other documents or images related to your proposal.

49) Please briefly describe the "Other Attachment" you uploaded.

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[                                    ]
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50) Other Attachments: 3 of 3 (Optional)

Please **upload** any other documents or images related to your proposal.

51) Please briefly describe the "Other Attachment" you uploaded.

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Grant Compliance

This section to be completed by the Faculty Partner.

52) Upon receipt of a Strengthening Communities Grant, I agree to:
1. Attend and participate in information sharing meetings held twice per year and one site visit.
2. Work with my community partner to complete the 9-month and 18-month reports and to submit all required grant reporting documents in a timely manner.
3. Share all scholarly, artistic, and published products created as part of the project with the SCI Team in a timely manner.
4. Meet or speak with my community partner on a regular basis.
5. Report any partnership conflicts to the SCI team in a timely manner.
6. When available, participate in occasional meetings, exhibitions, panels, or other events. (Teams may be occasionally asked to participate in events to showcase our collective work.)

❍ Yes, I agree
❍ No, I do not agree

This section to be completed by the Nonprofit Community Organization.

53) Upon receipt of a Strengthening Communities Grant, I agree to:
1. Attend and participate in information sharing meetings held twice per year and one site visit.
2. Work with my faculty partner to complete the 9-month and 18-month reports and to submit all required grant reporting documents in a timely manner.
3. Share all news and products resulting from this grant with the SCI Team in a timely manner.
4. Meet or speak with my faculty partner on a regular basis.
5. Report any partnership conflicts to the SCI team in a timely manner.
6. When available, participate in occasional meetings, exhibitions, panels, or other events. (Teams may be occasionally asked to participate in events to showcase our collective work.)

❍ Yes, I agree
❍ No, I do not agree

54) Grant Review and Notification Timeline

- September 4, 2014: Interest Meeting, 8:30 - 10:00am, U of M University Center, Room 342 (Shelby Room)
- October 9, 2014: Interest Meeting, 5:30 - 7:00pm, at the Community Foundation of Greater Memphis, 1900 Union Avenue
- November 13, 2014: Interest Meeting, 3:00 - 4:30pm, U of M University Center, Room 340 (Memphis Room)
- January 30, 2015: Online application submission deadline at noon.
- April 2015: Executive Committee holds meetings with grant award finalists.
- By April 30, 2015: Grant award notification by email.
- August 1, 2015: Approximate date of grant award.
- September 2015: Grant Recipient Meeting (at the Univ. of Memphis)
- March 2016: Grant Recipient Meeting (at the Univ. of Memphis)
- May 29, 2016: 9 Month Reports due (progress through April 30, 2016)
- September 2016: Grant Recipient Meeting (at the Univ. of Memphis)
- February 1, 2017: Project completion deadline.
- February 28, 2017: 18-Month Reports due (final report)

Funding decisions will be made by the Strengthening Communities Grant Review Committee, made up of representatives from the University of Memphis, the Community Foundation of Greater Memphis, United Way of the Mid-South, and the Engaged Scholarship Faculty Committee. Up to five finalists will be invited to a meeting with the SCI Grant Review Committee in April 2015.

55) By clicking on the forward arrows, you will submit your application. Please review your application before clicking on these arrows.

(A confirmation email will be sent shortly to the email addresses entered for the community organization and faculty partner. The email will contain a response report and full question text.)

Attention: "Save and Continue" will work as long as you return to the survey on the same Internet browser and computer you started the survey on.