

Regis Co-Curricular Mini-Grants Program (2018-2019) Request for Proposals (RFP)

Overview and Purpose

Funded in partnership between the Student Government Association and the Division of Student Affairs, the Regis Co-Curricular Mini-Grants Program (CCMG) is designed to:

- ✓ *Spark collaboration* between faculty, students, and staff by providing funding and resources to develop innovative, results-driven co-curricular programs and projects
- ✓ *Deepen student learning* by generating new co-curricular opportunities that are linked to the Regis College Educational Goals and Learning Outcomes and focused on complementing the learning that occurs both inside and outside the classroom
- ✓ *Build community* by establishing new (and strengthening existing) on-campus networks and off-campus partnerships

Funding Available *(NOTE: Final grant funding is contingent on the 2018-2019 budget allocation process)*

During the 2018-2019 academic year, the Program will award a maximum of \$30,000 in mini-grants to projects that meet specific criteria, as defined below. Grant awards will range from \$250 to \$2,500.

Defining Co-Curricular Learning

For the purposes of this grant, co-curricular learning is defined as learning that occurs outside of the traditional classroom. This learning can take place in a variety of ways, including, but not limited to: involvement in student organizations and leadership positions; engagement with civic, community service, and service-learning opportunities; participation in athletics programs; attendance at lectures and workshops; participation in internships, alternative breaks, and study abroad; involvement in cultural and social enrichment events; and other interactions between members of the Regis College community and beyond.

In many instances, this learning is also closely connected to the curricular learning objectives of an academic course, major, minor, or concentration. In all instances, co-curricular learning supports at least one of the Regis Educational Goals and Learning Outcomes (these can be found on the Regis College website).

Selection Criteria

Project proposals will be reviewed by members of the CCMG Grantmaking Committee (comprised of students, faculty, and staff) and selected for funding according to the following criteria:

1. The project must clearly demonstrate **collaboration** between students, faculty, and staff.
2. The project must support the mission of Regis and/or one of the **Regis Educational Goals and Learning Outcomes** (see grant announcement email for more information).
3. The project must demonstrate a **clear benefit to the College community** and provide opportunity for **co-curricular learning** that occurs outside of the traditional classroom.
4. The project must be completed within an **established timeline**. All project funding must be spent down on or before June 30, 2018.
5. The budget should be planned as a **cost-effective use of grant funds** and other College resources and should not duplicate existing activities or programs.
6. The project must be a **new initiative or an expansion of an existing program or project**. Priority will be given to **new and innovative projects** that focus on partnership building (on-campus and/or off-campus) and creative collaboration.

Selection criteria have purposely been streamlined to expedite the application process and allow for creativity and innovation. The Grantmaking Committee understands that this may require additional technical assistance work with applicants during and after the grantmaking process.

Grantmaking Timeline (NOTE: There will be TWO award cycles during the 2018-2019 academic year)

- ✓ Request for Proposals (RFP) available: April 2018
- ✓ Proposals due: May 30, 2018 (for fall 2018 awards) or October 31, 2018 (for spring 2019 awards)
- ✓ Grant awards announced: July 1, 2018 (fall 2018) and November 15, 2018 (spring 2019)
- ✓ Funds available: July 1, 2018 – June 30, 2019

Application Procedure

The application procedure has been purposely streamlined to provide the Grantmaking Committee with the essential information to make an informed and responsible decision and allow the applicant to propose a project in a timely fashion. Applicants (students, faculty, staff) are responsible for:

1. Downloading the Request for Proposals (including the Proposal Form).
2. Closely reviewing the RFP and Proposal Form, including Selection Criteria (see above) and Additional Instructions and Information (see below).
3. Completing each section of the Proposal Form by addressing the questions and instructions, to include:
 - a. Project Information
 - b. Project Narrative (Learning Objectives; Collaboration and Partnerships; Timeline)
 - c. Project Budget
4. **Submitting one (1) electronic copy of Proposal Form to student.affairs@regiscollege.edu before 5:00pm on May 30, 2018 (for fall 2018 awards) or October 31, 2018 (for spring 2019 awards).** *The Form below is a MS Word template, use "Save As" to rename the file before submission.* Proposals submitted after the due date may not be considered by the Grantmaking Committee.

Additional Instructions and Information

As with any grant process, there is a variety of information to consider before, during, and after application. Below are a few items to aid in the process:

- ✓ Funding is only available for co-curricular projects led by members of the Regis College community (faculty, students, and staff can apply). Applicants may apply for funding during both semesters (fall and spring). Applications from non-Regis affiliated individuals/organizations will not be considered.
- ✓ Technical assistance sessions will be announced via email (and held by appointment). For more information, please contact the Division of Student Affairs at 781-768-7050.
- ✓ All proposals will be reviewed by the Grantmaking Committee. Members of the Committee will review the grant according to the Selection Criteria listed above and may request additional information during the review process.
- ✓ Grant decisions will be announced by the Committee on July 1, 2018 and November 15, 2018.
- ✓ Once grant decisions are announced, the process for disbursement and stewardship of grant funds will be discussed with individual grantees.
- ✓ The grant period is from July 1, 2018 to June 30, 2019. All grant funds must be spent by June 30, 2019. Project work can continue beyond June 30, but all funds must be expended by this date.
- ✓ Grant recipients are required to acknowledge the CCMG Program as a funding source and complete a final progress report at the completion of the co-curricular project.
- ✓ Grant funds may not be used for salaries or stipends for Regis College students, faculty, or staff.
- ✓ Grant funds cannot be used to pay for existing programs or projects that normally would receive funding through the regular budget allocation process.
- ✓ In situations where full funding may not be available for a project, the Grantmaking Committee may recommend partial funding after consultation with the applicant.

Comments, questions, and suggestions are most welcome. Please address them to Student.Affairs@regiscollege.edu or call 781-768-7050. Good luck!

Co-Curricular Mini-Grants Proposal Form

Please complete the fields below by typing directly into this form. Use "Save As" to save an electronic copy.

Applicant Name (Primary Contact):

(Please also include department/office/organization name, if applicable)

Select Role: Student Faculty Staff

Primary Contact Email:

Telephone:

Project Title:

Amount Requested: \$

Project Timeframe: Fall 2018 Spring 2019 Year Long

(Grant range is \$250 to \$2,500)

Project Overview: Please describe your co-curricular project. Be sure to include how the funding will be used, how the project provides opportunity for co-curricular learning, and who will benefit (limit 500 words):

Learning Outcomes: Your project must support the Regis mission and address the Regis Educational Goals and Learning Outcomes. Please describe how your project will support the mission and meet one specific Learning Outcome/s, your expected results, and how you plan to measure success (limit 250 words):

Collaboration and Partnerships: Please describe key individuals, groups, organizations, etc. involved in the project and their respective role/s. Will your project impact other individuals, departments or offices on campus? If yes, please explain how you will work with them (limit 250 words):

Timeline: Provide a timeline for the project that includes major milestones and deliverables. Will the project be completed by June 30, 2019? If no, what is your plan to spend down all funds within the award period?

Budget: The budget is the financial plan for your project. Please use the space below to provide an itemized budget that includes the total cost of the project and a brief description of each budget item. If your total budget is greater than \$2,500, please show from where the additional funding will come.

Budget Category	Narrative/Description	Amount
Fees/Honoraria		
Consumable Supplies		
Equipment		
Printing		
Travel/Transportation		
Food		
Other		
Total Budget		
Total Grant Request		