Overview and Purpose
Funded in partnership with the Student Government Association, the Division of Student Affairs, the School of Liberal Arts, Education, and Social Sciences, and the School of Nursing, Science and Health Professions, the 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 2013-2014 budget allocation process)
During the 2013-2014 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 College’s 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 one of the Regis College Educational Goals and Learning Outcomes (see grant announcement email and Regis College website 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, 2014.
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 2013-2014 academic year)*

- Request for Proposals (RFP) available: March 25, 2013
- Proposals due: May 15, 2013 (for fall 2013 awards) or October 15, 2013 (for spring 2014 awards)
- Grant awards announced: June 1, 2013 (fall 2013) and November 1, 2013 (spring 2014)
- Funds available: July 1, 2013 – June 30, 2014
- Technical assistance sessions TBA (and by appointment)

**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 the following:

1. Download Request for Proposals (including the Proposal Form).
2. Closely review the RFP and Proposal Form, including Selection Criteria (see above) and Additional Instructions and Information (see below).
3. Complete 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. Submit one (1) electronic copy of Proposal Form to dos@regiscollege.edu before 5:00pm on May 15, 2013 *(for fall 2013 awards)* or October 15, 2013 *(for spring 2014 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 soon *(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 June 1, 2013 and November 1, 2013.
- 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, 2013 to June 30, 2014. All grant funds must be spent by June 30, 2014. Project work can continue beyond June 30, but all funds must be expended by this date.
- Grant recipients will be 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.
- 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 Walt Horner, Assistant Dean of Students *(walt.horner@regiscollege.edu or 781-768-7029)*. 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 2013 □ Spring 2014 □ 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 address the College’s Educational Goals and Learning Outcomes. Please describe how your project will 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, 2014? 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.

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<tr>
<th>Budget Category</th>
<th>Narrative/Description</th>
<th>Amount</th>
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| Total Budget               |                       |        |
| Total Grant Request        |                       |        |

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