

Start-Up Mini-Grant Program Request for Proposals

The Summer Programs and Events Council's (SPEC) mission is to promote, communicate, and market all summer courses and programs to internal and external audiences while providing leadership and logistical support for summer programming on the UND campus.

The UND Summer Programs and Events Council Start-Up Mini Grant Program awards deserving proposals for the redesign or expansion of an existing course/program, or the development of a new, summer course/program designed to be implemented in the following summer. Through the Mini-Grant Program the university wants to create active, positive learning experiences by extending the many material, facility, and human resources of the University of North Dakota to the citizens of the region and beyond.

The mini-grant award is targeted to cover the start up expenses to develop, market, and pay for initial costs associated with a summer course/program. In addition, the program seeks to assist in providing the required tools for designing and implementing new summer programming approaches. The mini-grant awards are typically between \$500 and \$5000 each.

Through the SPEC Start-Up Mini-Grant Program, qualifying projects *may* receive mini-grant funding for up to three years and will be awarded on a sliding scale basis. After the first year of funding, projects that re-apply and qualify for second year mini-grant funding will be awarded up to 75% of the first-year funding rate. Projects that re-apply and qualify for third year mini-grant funding will be awarded up to 50% of the first-year funding rate. In general, the sliding scale process will be used when reviewing projects for repeat funding. However, the amount awarded to projects will be at the discretion of the review committee and is based on individual project needs and availability of funding.

Once a proposal is awarded, the project leader will have the opportunity to request registration services and marketing assistance, to be provided by the UND Summer Programs and Events office.

Project Requirements: *(Note: The proposed course/program must meet all project requirements in order to be considered for funding.)*

Mini-grants will be awarded to projects:

1. In which an individual or partnership of UND faculty or staff person(s) or affiliated agencies:
 - a. Design *new* credit-based courses, institutes, conferences, workshops, and day or overnight camps.
 - b. Or *expand* existing summer program learning experiences, credit-based courses, institutes, conferences, workshops, and day or over night camps. *(Note: Expanded courses/programs are those projects that already exist, but will be offered for extended time frames.)*
 - c. Or *redesign* existing summer program learning experiences, credit-based courses, institutes, conferences, workshops, and day or over night camps. *(Note: Redesigned courses/programs are existing projects that have added, deleted or redesigned sections of the curriculum or structure of their educational activity.)*

2. In which one or more UND department(s) has agreed to sponsor the course/program by providing:
 - a. An appropriated fund number for depositing mini-grant award dollars.
 - b. A designated staff person from that department to assist the summer project leader in accounting and spending the award money out of the department fund by processing paperwork according to the SPEC Start-Up Mini-Grant Program guidelines, proposed budget and UND policies and procedures. *(Note: If the program is awarded, the financial staff must attend the initial mini-grant award meeting with the project leader.)*
 - c. A response to the Summer Events Office for any finance related questions.
3. That has a substantial portion of its course/program based on the UND campus in Grand Forks during the summer. For the purpose of this Mini-Grant program, summer is defined as occurring from May 15th through August 15th of each year.
4. That agrees to attend, with the designated financial staff from the sponsoring department, an initial mini-grant award meeting during a designated time frame, which will occur in January of 2009. *(Note: Meeting times will be announced in the mini-grant award letters and will be scheduled through an RSVP process on a first come, first served basis.)*
5. In the event the proposed director is unable to plan and conduct the camp due to illness, resignation or other, he/she may recommend someone to assume the duties. The Council will accept or decline the recommendation after a review of his/her credentials. They may also request an interview.
6. That agrees to administer follow-up project evaluation forms provided by the SPEC staff. *(Note: Project leaders can edit a section of the evaluation form template provided to include additional questions.)*
7. That provides a detailed marketing plan specifying how the target market for the course or camp will be communicated with to share the features and benefits of the educational program. A marketing plan model is provided on the Mini-Grant Program page at www.summer.und.edu. Any questions beyond what is provided or if additional information is needed, call Brenda at 777-0841.
8. That agrees to respond within seven days to SPEC requests asking for additional information from the project leader.

Additional Youth Project Requirements (Age 17 and under):

1. Awarded proposals must administer parental consent forms. *(Note: If needed, SPEC will provide the awarded project the consent forms for dispersal.)*
2. Awarded proposals must agree that SPEC can administer parental evaluation forms.
3. Awarded proposals must provide SPEC staff with parents' names, mailing addresses, and telephone numbers for youth participants.
4. Rules of conduct should be addressed in the proposal narrative.
5. Documentation of the above youth requirements must be submitted to the SPEC staff no later than September 1, 2009.

Mini-Grant Program Follow-Up Requirements:

Upon the completion of the program and no later than September 1, 2009, awarded proposals must provide the Summer Programs and Events Council staff with the following documents:

1. An itemized expenditure report for how the appropriated Start-Up Mini-Grant dollars were spent on the awarded program. *(Note: SPEC will provide an itemized expenditure report template to use as a basis for this report.)*
2. The completed SPEC Start-Up Mini-Grant Program Evaluation form.
3. Copies of the participant evaluation forms.
4. Copies of photo release forms and, if relevant, parental consent forms. *(Note: Official photographs cannot be taken for educational and marketing purposes without the consent of the participant and/or the parent or legal guardian. If the proposal is awarded a SPEC mini-grant, a photo release form will be provided by SPEC to the awarded project for dispersal.)*

5. Youth projects must provide SPEC staff with parents' names, mailing addresses, and telephone numbers for youth participants.

Narratives should address the following: (Total 100 pts.)

(Note: Be sure to review the project requirements before writing the proposal narrative. If this is the second or third year you will be receiving funding from SPEC, please write the narrative according to the appropriate criteria below.)

Narratives for first year funding projects must address the following:

1. The name and purpose/philosophy of the proposed summer course/program. (Maximum 20 pts.)
2. A statement of need and justification for funding, including a description of the target market/audience. Needs assessment data can be added to appendices as needed. (Maximum 20 pts.)
3. Course/program goals and objectives including student learning outcomes for all participants. The objectives must include a description of the program/curriculum design for the educational course/program. (Maximum 20 pts.)
4. A simple course/program management plan outlining logistics, time schedules, presenters/speakers, and all activities. (Maximum 10 pts.)
5. A short assessment/evaluation plan for the proposed plan of action. (Maximum 10 pts.)
6. A detailed marketing plan outlining how the proposed course/program will communicate and persuade it's target market of it's educational opportunities and value. A marketing plan model is provided on the Mini-Grant Program page at www.summer.und.edu. (Maximum 10 pts.) An itemized budget outlining all proposed costs for the course/program specifying which expenses will be covered by the mini-grant monies, in-kind, or income from the proposed course/program. Expenses must be broken down into fiscal years, so SPEC can pay out the funds accordingly if the project is awarded. (Maximum 10 pts.) *(Note: To complete this section, fill out the course/program budget form found at www.conted.und.edu/summer/spec/grant.)*

Narratives for second or third year funding projects must address the following:

1. A statement of the changes made to the program since the previous year the program was funded by SPEC. *(Note: Only second and third year requests that address this issue will be considered for funding.)*
2. An updated marketing plan outlining how the proposed course/program will communicate and persuade it's target market of it's educational opportunities and value.
3. An itemized budget outlining all proposed costs for the course/program specifying which expenses will be covered by the mini-grant monies, in-kind, or income from the proposed course/program. Expenses must be broken down into fiscal years, so SPEC can pay out the funds accordingly if the project is awarded.

Preference will be given to projects that: (Total 50 pts.)

1. Develop interdisciplinary programming. (Maximum 5 pts.)
2. Partner with campus or community organizations to develop unique learning experiences. (Maximum 5 pts.)
3. Emphasize active, student-centered learning. (Maximum 5 pts.)
4. Have the ability to draw participants from out of town. (Maximum 5 pts.)
5. Events with sponsorship from other sources in the form of financial, in-kind, or human resources. (Maximum 5 pts.)
6. Use the unique technologies and/or facility resources of the UND campus. (Maximum 5 pts.)
7. Infuse some element of diversity into the course/program such as including individuals of all ages, people of diverse background, cultural or socioeconomic backgrounds, or individuals with disabilities. (Maximum 10 pts.)
8. Are designed to become self supporting. (Maximum 10 pts.)

Mini-Grant Eligible Expenditures:

- Mini-Grant funds can only be used for instructional materials, marketing, supplies, equipment, software, and travel expenditures. (*Note: Mini-Grant Funds cannot be used for personnel dollars.*)

Application Procedures:

Mini-grant applications will be accepted until 4:30 PM, Monday, November 17, 2008.

The following documents must be submitted:

1. A completed Start-up Mini-Grant Application Cover Sheet.
2. A completed Summer Course/Program Budget Form.
3. Proposal narrative typed and double-spaced.
4. A copy of your proposed course/program outline.
5. Seven copies in addition to the original documents.
6. Applicant/Director's resume.

Submit the original documents plus seven copies to:

Brenda Dufault, Summer Programs and Events Coordinator
University of North Dakota
293 Centennial Drive Stop 8098
Grand Forks, ND 58202-8098

Time Line:

- 9/29/08: FY09 Start-Up Mini-Grant Program announced.
- 11/17/08: Mini-grant final reports due to the Summer Programs and Events Council.
- 11/24/08 – 12/5/08: Applicants may be asked to meet with Summer Programs and Events Council's staff and co-chairs for a discussion of their proposal.
- 12/15/08: Mini-grant recipients announced.
- 1/5/09 – 1/31/09: Initial mini-grant award meetings occur.
- 9/1/09: Deadline to submit follow-up documentation.
- Mid-October, 2009: Summer at UND luncheon and showcase.

Please address questions you have about the mini-grant program to:

For credit activities:

Diane Hadden, Director of Summer Sessions
701 777-6284; dianehadden@mail.und.edu

For non-credit activities:

Dr. Kerry Kerber, Associate Dean of Continuing Education
701 777-4264; kerrykerber@mail.und.edu

Operational and marketing questions:

Brenda Dufault, Summer Programs and Events Coordinator
701-777-0841; brendadufault@mail.und.edu