Howell Heflin Fellows
Proposal Guidelines

The Senator Howell Heflin Fellows Endowed Support Fund provides $2,500 to support activities of Blackburn alumni (Fellows) that actively address the needs of Alabama communities. Priority will be given to activities that impact literacy, both youth and adult, and voter education initiatives consistent with the vision, mission, and values of the Blackburn Institute.

The scope of eligible projects is deliberately broad to allow for a wide range of civic engagement activities, such as direct service, community-based research, public policy, political engagement, social entrepreneurship, activism or advocacy, or philanthropic giving or fundraising. For the purposes of this award, political engagement must be non-partisan.

Selection of Howell Heflin Fellows will be based on project proposals reviewed by Blackburn Institute staff, Advisory Board members, and Fellows. Fellows must be the primary leaders and organizers of projects, but the activities may be personal projects or those done in collaboration with employers, faith communities, civic organizations, or other entities.

Project proposals shall outline the community issue to be addressed, its historical context, community partners to be involved, and the means of addressing the issue. Upon completion of the project, Howell Heflin Fellows shall document their work and project outcomes. Selected projects must be completed within a <u>one-year period</u>.

In order to maintain the high quality of projects, it is strongly suggested Fellows make consistent progress during an initial 3-month planning phase, as outlined below.

- Spring Networking Dinner – Opening of the grant proposal cycle.
- <u>May 1</u> - Submit notice of intent to apply by e-mail to <u>blackburn@ua.edu</u>
- <u>May 15</u> - Preliminary draft of 1 or 2 closely related ideas you will pursue, background research on issue, and potential community partner(s) - phone conference to discuss risk management plan and/or legal issues
- <u>June 1</u> - Report from initial contact with community partner(s) and updated project plans with timeline
- <u>June 15</u> - First draft of budget and implementation timeline
- <u>July 1</u> - Rough draft of full proposal reviewed with Blackburn staff
- <u>July 15</u> - Final written proposal due by e-mail to <u>blackburn@ua.edu</u>
- <u>August 1</u> - Submission to panel of Fellows, Advisory Board members, students, and university staff members
- <u>August 15 </u>- Notification of application status
- <u>Annual Symposium</u> – Announcement of grant project to the community

Written project proposal must address each of the following components:

1. One identified lead responsible for the project and any other project team contributors from the Blackburn community, including their background and preparation for the project;
2. The historical context of the issues in this specific community;
3. The issue or community need you intend to address and supporting data;
4. The ways in which you have and will continue to work with your identified community partner(s);
5. The proposed action you intend to take;
6. The itemized budget for your project (a maximum of $2,500);
7. The anticipated outcomes of the project, how you will assess them, and the format of your final report;
8. The potential for sustainability of the program or its outcomes;
9. Letter(s) of support from community partner(s).