



Daniel Community Scholars Program *Fellows Proposal Guidelines*

Through the Daniel Community Scholars Program, the Daniel Foundation of Alabama funds Blackburn student and Fellow projects to address the needs of Alabama communities. Fellows may work on their own or in groups to develop and submit proposals for evaluation by a panel of Advisory Board members, Fellows, and university staff members in the fall or spring semester. Selected projects must be completed within a two-year period.

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. The process of developing a project proposal requires Fellows become familiar with a community, speak with leaders in that community, understand its assets and needs, work collaboratively to develop potential solutions, and identify the resources necessary to implement a project.

- September 1 or February 1 - Submit notice of intent to apply by e-mail to mac.griswold@ua.edu
- September 15 or February 15 - 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
- October 1 or March 1 - Report from initial contact with community partner(s) and updated project plans with timeline
- October 15 or March 15 - First draft of budget and implementation timeline
- November 1 or April 1 - Rough draft of full proposal reviewed with advisor
- November 15 or April 15 - Final written proposal due by e-mail to mac.griswold@ua.edu
- December 1 or May 1 - Submission to panel of Fellows, Advisory Board members, students, and university staff members
- December 15 or May 15 - Notification of application status

By following the above timeline, Fellows are likely to address most concerns from the panel.

Applications may be submitted by the November 15 (for following spring, summer, or fall funding) or April 15 (for following fall or spring funding) deadlines without having completed any of the prior steps, but there will not be an opportunity to revise/resubmit until the following deadline.

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 background and preparation for the project;
2. The issue or community need you intend to address and supporting data;
3. The historical context of the issues in this specific community;
4. The proposed action you intend to take;
5. The ways in which you have and will continue to work with your identified community partner(s);
6. The itemized budget for your project (the typical maximum is \$7,500, but larger budgets can be approved if justified by the project and community support);
7. The potential for sustainability of the program or its outcomes; and
8. Letter(s) of support from community partner(s).

There is the special designation of Resident Daniel Community Scholar for which Fellows may apply for funding under the following criteria:

1. Resident scholars must live in the Alabama community in which they intend to serve for a period of not less than 4 weeks, with priority given to projects with Fellows in residence for 8 weeks or longer;
2. Resident scholars must commit to at least 20 hours per week of unpaid work with an approved community partner;
3. Outside employment is limited to 20 hours per week;
4. A taxable living wage, based on data from The Living Wage Calculator (<http://livingwage.mit.edu>) will be paid to resident scholars (up to a maximum of \$5,000);
5. Project expenses included in itemized budget will be approved (the typical maximum is \$10,000, but larger budgets can be approved if justified by the project or its outcomes);
6. Priority will be given to proposals that have a Blackburn Advisory Board member or another Fellow living or working in the local community identified as a mentor and willing to commit to regular meetings and support; and
7. Priority will be given to projects in rural Alabama communities.