



Daniel Community Scholars Program *New Student 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. New Students work in small groups to develop and present proposals to a panel of Advisory Board members, Fellows, and university staff members in the fall semester. The selected project is then implemented in the spring semester by all Blackburn students.

The process of developing a project proposal requires that New Students 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. In order to accomplish this, all teams will have 1 spring and 2 fall meetings with their assigned advisor to receive guidance and support in the planning process. Additionally, all team members will participate in individual workshops relevant to their specific specialties.

Each team will consist of the following members:

- Issue Research Specialist (1)
- Community Partner Specialist (1, except 1 group with 2)
- Budget Specialist (1)
- Implementation Specialists (2)

If awarded funding at the Daniel Community Scholars competition in October, teams will continue planning for the remainder of the fall semester and present their implementation plans to the New Student class and make preliminary volunteer assignments in late January.

Program Timeline

Dates	Activity	Assignment Due <i>(Friday at 8:00am)</i>
April 11 - 15	Team Meeting I with Advisor	Preliminary list of 3-5 closely related issues of interest
April 18 - 22	Workshop I <i>Issue Research</i>	Finalized list of 1-2 closely related issues of interest
August 22 - 26	Team Meeting II with Advisor	Draft of issue research
August 29 - September 2	Workshop II <i>Community Outreach</i>	Finalized issue research
September 5 - 9	Workshop III <i>Budget</i>	Report of initial contact with potential community partners
September 12 - 16	Workshop IV <i>Implementation I</i>	Update on contact with community partners
September 19 - 23	No meeting - continue progress	Draft of implementation design and budget
September 26 - 30	No meeting - continue progress	Draft of written project proposal
October 3 - 7	Team Meeting III with Advisor	Finalized written project proposal
October 10 - 14	No meeting - continue progress	No assignment due - continue progress
Monday, October 17	Daniel Community Scholars Competition	No assignment due - continue progress
October 24 - November 4	Team Meeting IV with Advisor	No assignment due - continue progress
November 7 - 11	One-on-One Meeting <i>Implementation II</i>	Update on contact with community partners, budget, and timeline Preliminary implementation plan and volunteer needs
November 14 - December 2	Team Meeting V with Advisor	Update on contact with community partners, budget, timeline, implementation plan, and volunteer needs before end of semester
January 16 - 20	Team Meeting VI with Advisor	Update on contact with community partners, budget, timeline, implementation plan, and volunteer needs
January 23 - 27	Presentation of Project to Blackburn Community	Preliminary assignments for volunteers from New Students
January 28 - April 28	Project Implementation	Project implementation before end of semester

Written Project Proposal

- 8:00am on Friday, September 30, 2016 - Draft of written project proposal due
- 5:00pm on Friday, September 30, 2016 - Feedback provided by advisor
- 8:00am on Friday, October 7, 2016 - Finalized written project proposal due

Written project proposal must address each of the following components:

1. The issue or community need you intend to address and supporting research/data (*Issue Research Specialist*);
2. The historical context of the issues in this specific community (*Issue Research Specialist*);
3. The proposed action you intend to take (*Implementation Specialists*);
4. The ways in which you have and will continue to work with your identified community partner(s) (*Community Partner Specialist*);
5. The itemized budget for your project (the typical maximum is \$5,000, but larger budgets can be approved if justified by the project and community support) (*Budget Specialist*);
6. The potential for sustainability of the program or its outcomes (*Implementation Specialists*); and
7. Letter(s) of support from community partner(s) (*Community Partner Specialist*).

Poster Presentation and Voting

- 5:30pm on Monday, October 17, 2016 - Poster presentation to faculty, staff, and members of the Blackburn community

All teams will be asked to make a poster presentation at the institute's annual Faculty/Staff Reception. A template for the presentation may be downloaded at:

http://blackburninstitute.ua.edu/documents/36x48_Trifold_Template.ppt

- Group members will be asked to present the poster contents to guests of the event, demonstrating full knowledge of the project and answering any questions.
- Presentations should be simple and direct, being sure to address:
 - Description of project activities;
 - Evidence of community need;
 - Outcomes of project; and
 - Evidence of sustainability.
- The point is to provide a clear description of your project and present a persuasive argument for its implementation to an uninformed audience.

Following the presentations, attendees will vote on the projects based on overall quality and on willingness to participate. In other words, you need to put together a professional presentation, but also one that is appealing to your peers and persuades them to want to participate.

Proposal Evaluation

Written Proposal - Scoring:

40%

This scoring of your proposal will emphasize the feasibility of your project and your understanding of the issue, its community context, and your project's implementation. Of particular importance is your relationship with the community partner and your efforts to collaboratively work towards outcomes that will serve the campus or Tuscaloosa community.

- Issue or community need identified with supporting data
- Historical context of the issue in this community
- Proposed plan of action, including anticipated outcomes
- Relationship with identified community partner
- Appropriate budget
- Sustainability plan for program or outcomes
- Letter of support from community partner

Poster Presentation - Scoring:

40%

This scoring of your proposal will emphasize your organization, persuasiveness, and ability to articulate the goals of your project. Evaluators will not have detailed knowledge of your proposals, so it is incumbent on you to present some background, while also addressing the specific outcomes.

- Description of project activities
- Evidence of community need
- Outcomes of project
- Evidence of sustainability

Class Commitment - New Student Voting:

20%

This scoring of your proposal will emphasize your peers' interest in implementing your project. All new students will be asked: 1) to rate each project individually and 2) to rank-order all of the projects against each other. These ratings are less about presentation style and project feasibility and more about desire to get involved with implementing the project in the spring.

Tips on Writing a Successful Proposal

Issue or Community Need

- Provide background on the issue you intend to address through your project.
- This should include relevant data that supports the need for your project. *Relevant* sometimes means putting national data in a local context; a problem in Detroit or Los Angeles is not necessarily the same problem in Opelika.
- You may include links to more detailed information, but your proposal should provide sufficient information to demonstrate the need for your project.
- This is a good place to identify why this issue resonated with your group. Has someone previously been exposed to the issue? Studied it in class? Volunteered with the community partner?

Historical Context

- How has this problem progressed in the community?
- Is this a long-standing issue that has continued to worsen or did it develop recently?
- What efforts have been aimed at addressing the issue previously? Were they successful? Why or why not?
- Are there competing interests in addressing the problem? Can a solution be identified that meets the needs of all parties?

Proposed Action

- What exactly do you intend to do to help alleviate the problem? *“Conduct a workshop,” “bring children to campus,” and “expose people to the issue,” are all examples of vague actions. What is the content of the workshop and how will it be developed? What will you do with children while they are on campus and how do these activities address the identified problem? How will exposure translate to action or a change in behavior?*
- How many people will you need to assist with the project and how do you intend to recruit them?
- Projects must, at a minimum, engage your class of new students and, preferably, have opportunities for a larger segment of the Blackburn community (students, Fellows, and Advisory Board members).
- You must provide the level of detail necessary to explain this project to an uninformed evaluator.
- If this is a technological solution, do you have the technical expertise to complete it?
- Include an implementation timeline as part of your proposed action.

Relationship with Community Partner

- How did you begin your relationship with your community partner? Did someone in the group already have an existing relationship? Who helped you connect with the partner?
- How has the partner helped you define the scope of the problem and what you can do to assist them?
- What expectations for involvement do you have of the community partner? What staff time will they need to dedicate to the project? Has this been discussed?
- How will you work with the partner to evaluate the project's success? How will you close out the project?

Itemized Budget

- Include a budget narrative as needed, but it will likely be short, as much of the necessary information will be included on the spreadsheet. Items that may be relevant in a budget narrative could include:
 - If this is not a one-time project, what are the long-term costs of sustaining the project?
 - If your project requires the purchase of equipment, what is the plan for storage, ownership, and disposal of the equipment? Can existing university equipment be used?
 - Are there any unknown costs associated with your project at this time? How have you arrived at your estimates?
- *Budgets must be submitted on the Excel spreadsheet provided and returned in an .xls or .xlsx format. **Google documents or other formats are not acceptable.***
 - Have you included all anticipated revenues (income) and expenses (costs)?
 - Grant funds may not be used for the purpose of salary or wages for individuals.
 - Does the funding from the Daniel Foundation fully cover your project's needs? If not, have you secured additional funding and from what sources?

Sustainability

- If this is anticipated to be a one-time project, how will you demonstrate that the project outcomes will have a long-term, sustainable effect in the community?
- If this is anticipated to be a sustained project, what plans have you developed for leadership succession, funding continuity, and volunteer support?

Letter of Support

- A letter of support from a community partner indicates that you have established a relationship, they are committed to providing support, and they understand the scope of your project.
- At a minimum, the letter should include: the specific issue to be addressed by the project and the anticipated outcomes; a description of the work to be performed by the volunteers; and a contact name, phone number, and e-mail address.