



# **UServeUtah**

Utah Commission on Service & Volunteerism

## **COMMUNITY ENGAGEMENT GRANT**

### **Overview and Application Instructions**

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### **Applications due June 5, 2020**

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Please complete the fillable PDF of the application found at  
<https://userve.utah.gov/cegrant/>

**PURPOSE:** The purpose of this grant is to increase Utahns' awareness of and participation in community and civic engagement initiatives.

Community and civic engagement are recognized as working to make a difference in one's community and developing the combination of skills, values, and motivation to make that difference. It means promoting the quality of life in one's community and involves people, governments, and communities working collaboratively to create – and realize – sustainable visions for their community's future. It can involve both a political and nonpolitical process.

Grant awards will use community and civic engagement to improve the quality of life for Utahns.

**GRANT AMOUNT:** The Community Engagement grant award amount will be between **\$5,000 and \$25,000**. UServeUtah reserves the right to award less than the requested amount based on available funding and submitted applications.

**MATCH:** All funding must be matched 100% with cash or in-kind contributions.

### **GRANT TIMELINE:**

**Applications Due:** Applications must be submitted by 5:00 pm MT on Friday, June 5, 2020.

The fillable PDF of the application must be emailed to Laura Rothlisberger at [lrothlisberger@utah.gov](mailto:lrothlisberger@utah.gov).

**Project Period:** July 1, 2020 through June 30, 2021

**ELIGIBLE APPLICANTS:** The following entities are eligible to apply:

- Nonprofit organizations;
- Institutions of higher education;
- State Agencies;
- Government entities within the state including cities, counties, and municipalities;
- Community or faith-based organizations; and
- Partnerships of any of the above entities

**ASSESSMENT CRITERIA:** The following assessment criteria will be used in reviewing applications:

- **Project Impact** (50 points): The proposed project will address a compelling need for a defined target population. The project proposed has the potential to meet this need, achieve the desired community engagement outcomes, and improve the quality of life in Utah for many individuals. The applicant demonstrates that data can be collected to measure community engagement outcomes.
- **Feasibility** (30 points): The applicant demonstrates the ability to implement the community engagement grant successfully through the partnerships, personnel, timeline and budget presented.
- **Innovation** (20 points): The applicant demonstrates a fresh or refreshed approach to the work of increasing community engagement in Utah. All parts of the application will be used to assess this criterion.

### **CONTACT:**

For questions regarding the grant and the application process, please contact Laura Rothlisberger at [lrothlisberger@utah.gov](mailto:lrothlisberger@utah.gov).

**GRANT RECIPIENT RESPONSIBILITIES:** Applicants who receive grant awards will be responsible for:

- Covering all costs incurred by projects until reimbursement from the Utah Commission on Service and Volunteerism (UServeUtah) is received. This is a reimbursable grant.
- Tracking all expenses and submitting a detailed invoice to the UServeUtah for reimbursement.
- Submission of two reports may be required. These reports may be due mid-year (January 31, 2021) and end of year (July 15, 2021). Reporting requirements and the template will be sent with the notification of funding award letter and grant MOU documents.
- Acknowledging UServeUtah's participation in your program or event by use of logo, signage, etc.

**Failure to meet all of the above requirements could result in the organization not receiving the grant money.**

**Funding Restrictions:**

Grants may not be used for fundraising or cash prizes. While funding may be used to educate on the political process, direct political or religious proselytizing activities are not allowed.

**Please note that this is a reimbursable grant. All deadlines and requirements must be met to receive grant reimbursements.**

## General Information

1. Organization Name:	
2. Primary Contact Name	3. Primary Contact Email Address
4. Primary Contact Phone Number	5. Organization Website:
6. Organization Facebook Page:	7. Organization Instagram Account:
8. Organization Twitter Account:	9. Event Website (if applicable)
10. Organization Mission:	

## Project Overview

In the following five questions you will provide information about the proposed project, the community need, and the rationale for the project.

For each question, the **maximum characters allowed are 2,000**.

1. Project Summary: Please provide a summary of your project.

2. Community Need: Describe the need for this project, including the target population you will serve. The target population must be the same as the population that you plan to assess through your performance measures. You will define your performance measures later in the application.

3. Please summarize what has been done in the past and at present by your organization and by others to address community engagement needs in this population and community.

4. Project Rationale: Describe how this project will increase the skills, values, and motivation of Utahns in making a difference in civic and community life.

5. Describe how this project will promote the quality of life in local communities across Utah.

6. UServeUtah's Pathways of Community Engagement serve as a tool and a guide to illustrate the various possibilities by which Utahns can give back to their communities. You can find a [summary of the Pathways of Community Engagement here](#).

Please select the pathway(s) that your proposed project aligns with:

- ☐ Policy and Governance
- ☐ Community Organizing and Activism
- ☐ Direct Service
- ☐ Community Engaged Learning and Research
- ☐ Social Entrepreneurship and Corporate Social Responsibility
- ☐ Philanthropy

## Performance Measurement

Recipients of the Community Engagement grant must collect data in order to measure: (1) the number of individuals served (output) and (2) the change in knowledge, attitude, skills, or behavior (outcome) caused by grant activities.

Please note that the target population you described in the community need must be the same population for which you measure and collect output and outcome data.

Grant recipients will report on these numbers in Progress Reports. [Please find resources on how to select targets and measure performance here.](#)

### 7. Output Measurement:

#### Output Target:

How many individuals does the project intend to serve? This target population must be the same population identified and described in the community need.

**Output Data Collection Plan:** Please explain what tracking mechanism you will use. Examples include: electronic sign-in sheet, paper sign-in sheet, data analytics, etc.

8. **Outcome Measurement:** The grant activities will determine the intended outcome(s) for the project. Select one of the four outcomes below or enter a project-identified outcome if none of these align with your project.

If you select “Change in Community Engagement Knowledge,” you must select at least one other outcome. Please remember these outcomes should relate to the purpose of the grant.

- ☐ Change in Community Engagement Attitude
- ☐ Change in Community Engagement Skills
- ☐ Change in Community Engagement Behavior
- ☐ Change in Community Engagement Knowledge (at least one other outcome must be selected)
- ☐ Other (please specify)

**Outcome Target:** How many individuals do you anticipate will experience the outcome? These individuals must be in the same population identified in the community need and measured as an output.

**Outcome Data Collection Plan:** Please explain how you will measure the number of individuals that experience this outcome. Examples include: pre-post assessment, writing assessment, interviews, etc.

9. **Implementation Plan:** Please provide your implementation plan, including a description of all major milestones of this grant. Where applicable, please provide specific dates.

Date:	Milestones & Events:

10. **Project Partners:** List your collaborative partner(s). For each entry, describe how you will collaborate with this partner.

Partner	How are they collaborating with you?

11. **Project Staffing:** Who will be carrying out the grant activities? Please provide the names, role, and projected number of hours for each staff member.

Name	Role	Projected Hours

12. Would you be able to execute this project if you receive fewer funds than requested or none at all?

☐ Yes

☐ No

### 13. Budget Proposal

Please outline the full cost of the project and show which expenses will be covered by this grant or other sources in the budget. All funding received from this grant must be 100% matched. In each category, please provide a brief explanation.

CATEGORY	EXPENSE EXPLANATION	GRANT	MATCH
<b>Personnel</b> (Compensation paid to individuals who charge time to the grant)		\$ <input type="text"/>	\$ <input type="text"/>
<b>Advertising</b> (Funds spent to promote the program or event)		\$ <input type="text"/>	\$ <input type="text"/>
<b>Facility</b> (Cost of location to carry out the program or event)		\$ <input type="text"/>	\$ <input type="text"/>
<b>Printing</b> (Printed materials for program or event)		\$ <input type="text"/>	\$ <input type="text"/>
<b>Supplies</b> (Items purchased to carry out the activities of the grant)		\$ <input type="text"/>	\$ <input type="text"/>
<b>Travel</b> (Destination, Dates of travel, Number of people)		\$ <input type="text"/>	\$ <input type="text"/>
<b>Food</b> (Funds for snacks and meals for program participants)		\$ <input type="text"/>	\$ <input type="text"/>
<b>Contractual Services</b> (Programmatic efforts carried out by a third party)		\$ <input type="text"/>	\$ <input type="text"/>
<b>Other:</b> Please explain		\$ <input type="text"/>	\$ <input type="text"/>
<b>Total</b>		\$ <input type="text"/>	\$ <input type="text"/>
<i>Keep in mind that the grant request must be equal to or less than the match.</i>			