UServeUtah Community Engagement Grant

**Please note that this document is to aid you in preparing your grant application. To apply for grant funding, you *MUST* submit your application through Qualtrics by the grant deadline of 8:00am MT on May 3, 2021.**

[**https://utahgov.co1.qualtrics.com/jfe/form/SV\_ac6aoeLKQ2GGK9g**](https://utahgov.co1.qualtrics.com/jfe/form/SV_ac6aoeLKQ2GGK9g)

Q1 **UServeUtah Community Engagement Grant**  
**Purpose:** The purpose of the UServeUtah Community Engagement Grant is to increase Utahns’ awareness of and participation in community and/or civic engagement initiatives.        
Community and/or 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 political and nonpolitical processes and engagement.

**Grant Amount:**   
The award amounts 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:**

Wednesday, April 7, 2021: Application released   
Monday, May 3, 2021: Applications due by 8:00 am MT

Monday, May 31, 2021: Applicants notified   
July 1, 2021 - June 15, 2022: Project period

**Eligible applicants:**  
The following entities are eligible to apply:

* Nonprofit organizations
* Institutions of higher education
* State agencies including public schools
* Government entities with the state including cities, counties, and municipalities
* Community or faith-based organizations
* Partnerships of any of the above entities

**Assessment Criteria:**  
The following assessment criteria will be used in reviewing applications.

**Impact**(50 points): The proposed project will increase Utahns' awareness of and participation in community and/or civic engagement during the proposed project as well as for the long term within one of the Community Engagement Pathways (Refer to: <https://userve.utah.gov/wp-content/uploads/2020/04/Pathways-Summary.pdf>). The proposed project should cause a change in attitude, behavior, condition, or skill for those engaged through grant funds. The applicant demonstrates that data can be collected to measure this outcome.

**Need** (20 points) The proposed project addresses a compelling need for a defined target population.  The project proposed has the potential to meet this need as well as meet the impact as described above.

**Feasibility** (20 points): The applicant demonstrates the ability to implement the community engagement grant successfully through partnerships, personnel, timeline, and budget presented.

**Innovation**(10 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. Project and geographic diversification will also be considered in this category.

**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 UServeUtah for reimbursement.
* Depending on the timing of the projects in your grant application, two reports may be required. The reporting dates are as follows:
  + Midterm progress report: January 31, 2022 (not a requirement if your initiative is finished before February 1, 2022)
  + End of project report: no later than 45 days after the end of your initiative and no later than June 15, 2022
* Acknowledging UServeUtah's participation in your initiative 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.***  
   
 **Contact:**  
 For questions regarding the grant and the application process, please contact Mike Moon at [mikemoon@utah.gov](mailto:mikemoon@utah.gov)

Q2 **General Information**

GENERAL

Q5 Organization Name:

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Q6 Primary Contact Name:

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Q7 Primary Contact Email Address:

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Q8 Primary Contact Phone Number:

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Q9 Organization Website:

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Q10 Organization Facebook Page:

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Q11 Organization Instagram Account:

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Q12 Organization Twitter Account:

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Q13 Event Website (if applicable):

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Q14 Organization Mission:

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Q16 **Initiative Overview**  
 In the following five questions you will provide information about the proposed project, the need, and the rationale for the project.   
 For each question, the **maximum characters allowed are 2,000.**

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Q17 1. Project Summary: Please provide a summary of your initiative.

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Q18 2. Impact: Describe the how the proposed initiative will increase Utahns' awareness of and participation in community and/or civic engagement during the proposed project as well as for the long term. Describe the target population you will impact. 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. Finally, describe the principle Community Engagement Pathway you will employ to complete the initiative.

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Q19 3. Need: Describe the compelling need. How will this proposed initiative meet the compelling need? Additionally, please summarize what has been done in the past and at present by your organization and by others to address the need you've identified.

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Q20 4. Feasibility: Describe your organization's capacity to implement the proposed initiative. Include details about your organization's experience in partnerships, personnel, timeline, and budget.

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Q21 5. Innovation: Describe how this initiative demonstrates a fresh or refreshed approach to the work of increasing community and/or civic engagement in Utah.

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Q22 6. UServeUtah's Community Engagement Pathways serve as a toll 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 online:  <https://userve.utah.gov/wp-content/uploads/2020/04/Pathways-Summary.pdf>  
Please select the pathway with which your proposed project most closely aligns:

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

Q24 **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 need section 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: <https://userve.utah.gov/wp-content/uploads/2021/04/CE-Grant-Resources.pdf>

Q26 **Output Measurement:**

Q25   
**Output Target:**   
How many individuals does the initiative intend to serve? This target population must be the same population identified and described in the community need.

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Q27 **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.

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Q28 **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) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q30 **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.

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Q31 **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.

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Q33 **Implementation Plan:** Please provide your implementation plan, including a description of all major milestones of this grant. Where applicable, please provide specific dates.

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|  | **Date:** | **Milestones & Events:** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

Q34 **Project Partners:** List your collaborative partner(s). For each entry, describe how you will collaborate with this partner.

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|  | **Partner** | **How are they collaborating with you?** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
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Q35 **Project Staffing:** Who will be carrying out the grant activities? Please provide the names, role, and projected number of hours for each staff member.

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| --- | --- | --- | --- |
|  | **Name** | **Role** | **Projected Hours** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

Q36 While not ideal, would you be able to execute this project if you receive fewer funds than requested or none at all?

* Yes
* No

Q39 Will any of the 2021 Community Engagement Grant funds you placed in the "grant" column of your budget be used as match for other grants?

* Yes
* No

Q40 If yes, please describe the other grant for which you will use this funding as match. Please also indicate if your other grant is Federal, State, or privately funded.

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Q37 **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.

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|  | **EXPENSE EXPLANATION** | **GRANT**(in dollars) | **MATCH** (in dollars) |
| **Personnel** (Compensation paid to individuals who charge time to the grant) |  |  |  |
| **Advertising** (Funds spent to promote the program or event) |  |  |  |
| **Facility** (Cost of location to carry out the program event) |  |  |  |
| **Printing** (Printed materials for program or event) |  |  |  |
| **Supplies** (Items purchased to carry out the activities of the grant) |  |  |  |
| **Travel** (Destination, dates of travel, number of people) |  |  |  |
| **Food** (Funds for snacks and meals for program participants) |  |  |  |
| **Contractual Services** (Programmatic efforts carried out by a third party) |  |  |  |
| **Other:** Please explain |  |  |  |
| **Total:** (sum of both Grant and Match columns) |  |  |  |