2023-2024 UServeUtah CE Standard Grant

Q1
**UServeUtah Community Engagement STANDARD Grant**
 **Purpose:** The purpose of the Standard Grant program provides **funding starting at $2,500** to support initiatives that increase awareness of and participation in community and/or civic engagement.   Visit <https://userve.utah.gov/cegrant/> to access detailed information about the Community Engagement grant and assessment criteria.
   You will be able to save your work and return to this application before submission. To do so, please ensure that you use the same browser each time you return to the application. You can also find a downloadable word document if you wish to enter your answers in a rough draft or share with others in your organization. Please transfer all final answers to the official application.    Your completed application must be submitted by May 1st at 5 pm MST.    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   **Contact:**
 For questions regarding the grant and the application process, please contact Judy Hut at jhut@utah.gov To view all three grant options, visit <https://userve.utah.gov/grants/>

Q2 **Section 1. General Information**

Q3 Organization Name:

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Q4 Organization Mailing Address (Street, City, State, Zipcode):

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Q5 Primary Contact Name:

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Q6 Primary Contact Email Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q7 Primary Contact Phone Number:

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Q8 Organization Mission:

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Q9 Organization Website:

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Q10 Organization Instagram:

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Q11 Organization Facebook:

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Q12 Please upload your current organization logo.

Q13 **Section 2. Initiative Overview**

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

Q14 Initiative Title

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Q15 1. Project Summary: Please provide a summary of the initiative and purpose.

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Q16 UServeUtah's Community Engagement Pathways is a statewide framework that educates and inspires Utahns to contribute to the common good through distinct types of community and/or civic engagement. Projects should align with one or more of the six pathways. Information can be found online at [userve.utah.gov/pathways](https://userve.utah.gov/pathways/)

Please select the pathway with which your proposed project most closely aligns:

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

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Q17 Describe how you will employ the principle [Community Engagement Pathway](https://userve.utah.gov/pathways/) (selected above) in your initiative.

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Q18 2. Impact: Describe how the proposed initiative will increase Utahns' awareness of and/or participation in community and/or civic engagement with a focus on the volunteer and/or participant.

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Q19 Describe how the project can cause a change in attitude, behavior, condition, or skill for the volunteers and/or participants engaged.

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Q20 3. Need: Describe who will be engaged as volunteers and/or participants in the project and how involvement in the proposed initiative will encourage lifelong community/civic engagement.

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Q21 Describe the benefits of volunteerism to your organization/project as well as the social, emotional, and mental benefits to the volunteers and/or participants.

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Q22 4. Feasibility: Describe your organization's capacity to implement the proposed initiative successfully. Include experience with partnerships, personnel, timeline and budget.

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Q23 Describe the internal support structure you have in place to implement the proposed project.

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Q24 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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Q25 Describes ways your project will reach diversified populations and/or geography.

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Q26 **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, skill, or behavior (outcome) caused by grant activities.

 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>

Q27 **Output Measurement:** UServeUtah seeks quantitative results from the community engagement project. ***The output measurement must be the volunteers and/or participants identified in the need and impact sections.***

Q28
**Output Target:**
How many individuals does the initiative intend to serve?

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Q29 **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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Q30 **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 and the volunteers and/or participants.

* Change in Community Engagement Attitude
* Change in Community Engagement Skill
* Change in Community Engagement Behavior
* Change in Community Engagement Knowledge (at least one other outcome must be selected)
* Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q31 **Outcome Target:** How many individuals do you anticipate will experience the outcome?

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Q32 **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:** (1) | **Milestones & Events:** (2) |
| 1. (1)  |  |  |
| 2. (2)  |  |  |
| 3. (3)  |  |  |
| 4. (4)  |  |  |
| 5. (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** (1) | **How are they collaborating with you?** (2) |
| 1. (1)  |  |  |
| 2. (2)  |  |  |
| 3. (3)  |  |  |
| 4. (4)  |  |  |
| 5. (5)  |  |  |

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** (1) | **Role** (2) | **Projected Hours** (3) |
| 1. (1)  |  |  |  |
| 2. (2)  |  |  |  |
| 3. (3)  |  |  |  |
| 4. (4)  |  |  |  |
| 5. (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

Q37 Will any of the 2023-2024 Community Engagement Grant funds you placed in the "grant" column of your budget be used as match for other grants?

* Yes
* No

Q38 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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Q39 **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 with cash or in-kind contributions. In each category, please provide a brief explanation.

|  |  |  |  |
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|  | **EXPENSE EXPLANATION** (1) | **GRANT**(in dollars) (2) | **MATCH** (in dollars) (4) |
| **Personnel** (Compensation paid to individuals who charge time to the grant - up to 25% of budget) (1)  |  |  |  |
| **Advertising** (Funds spent to promote the program or event) (2)  |  |  |  |
| **Facility** (Cost of location to carry out the program event) (3)  |  |  |  |
| **Printing** (Printed materials for program or event) (4)  |  |  |  |
| **Supplies** (Items purchased to carry out the activities of the grant) (5)  |  |  |  |
| **Travel** (Destination, dates of travel, number of people) (6)  |  |  |  |
| **Food** (Funds for snacks and meals for program participants) (7)  |  |  |  |
| **Contractual Services** (Programmatic efforts carried out by a third party) (8)  |  |  |  |
| **Other:** Please explain (9)  |  |  |  |
| **Total:** (sum of both Grant and Match columns) (10)  |  |  |  |

Q40 Applicants who receive grant awards will be responsible for:

* Providing UServeUtah with evidence of a passed background check for all employees paid with grant funds
* Covering all costs incurred by projects until reimbursement from the Utah Commission on Service and Volunteerism (UServeUtah) is received
* Tracking all expenses and submitting a detailed invoice to UServeUtah for reimbursement
* Submitting reports. 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, 2024 (not a requirement if your initiative is finished before February 1, 2024)
	+ End of project report: no later than 45 days after the end of your initiative and no later than June 15, 2024
* Participating in virtual consultation with UServeUtah in August 2023
* Acknowledging UServeUtah's support of your initiative by use of logo, signage, social media tags, etc. Tagging @userveutah in social media posts.

We agree to the above requirements.

▼ Yes (4) ... No (5)