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CALL FOR APPLICATIONS
2016 Auburn Montgomery
Outreach Grant Award
Sponsored by Auburn Montgomery
Office of Business & Community Initiatives

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AWARD

The Vice Chancellor for Business & Community Initiatives announces the availability of up to $20,000 to be awarded through one or more grants to Auburn Montgomery faculty and staff. This money has been set aside to encourage the faculty and staff of Auburn Montgomery to develop and implement programs of "outreach" to persons in the community.

DEFINITION OF OUTREACH

For the purpose of these grants, *outreach* has been defined as:

> *an activity which applies the professional or academic expertise of the faculty or staff member to benefit the community. It is expected that there will be an application of knowledge to human needs and societal problems, issues, or concerns. The beneficiary is not the grantee, but the public or the community. The activity must be designed for the common good of the community, and activities must produce positive outcomes.*

CRITERIA

The amount of individual grant awards will be determined by the review committee based on information included in the grant proposal. Funds from the outreach grant(s) will **not** be awarded to the applicant to cover salaries, nor will the funds be awarded to pay stipends to faculty or staff. However, funds from the grant(s) may be used to pay assistants who will be providing direct support (data entry, clerical, etc.) to the activities described in the proposal and to cover other expenses such as equipment and supplies. Additionally, the committee reserves the right to award grants totaling less than $20,000 or to determine that no applicant demonstrates criteria sufficient to be awarded this grant.

APPLICATION PROCESS

Those interested must submit an application clearly providing detailed information as listed in the application requirements. Supporting documents must accompany the application. All applications must be submitted no later than **1:00 p.m., April 29, 2016**. Awards will be announced at Auburn Montgomery's 2016 Convocation.

POST AWARD REQUIREMENTS

All individuals or teams receiving a grant award will be required to:

1. Submit one status report mid-way through the year and a final report outlining the work accomplished and detailing the expenditure of grant funds.

2. Spend the grant funds <u>only</u> on those items identified in the approved grant proposal budget. No other expenditures are allowed. Exceptions may be made with committee approval if approval is obtained *in writing before* such purchases are made. Expenditures that exceed the budgeted amount will be transferred to the awardee's departmental account. In such case that the departmental account does not have sufficient funds to cover such expenditures or the expenditures are in violation of University policies, the individual will be required to pay for these personally.

3. Consult the Office of Business & Community Initiatives' contact before purchasing equipment to identify any potential cost-saving measures that may be implemented.

4. Use all funds, for the purposes outlined in the approved grant proposal budget, prior to the end of the fiscal year (September 30, 2017). Any money remaining in the grant account after that period will be transferred for use by 2017 grant recipients in the next cycle of funding. Exceptions may be made with approval of the Office of Business & Community Initiatives' contact *prior to the end of the fiscal year*. Any request should be made in writing.

Additionally, all individuals or teams receiving a grant award will be asked to speak about their grant work at a meeting with staff from the Office of Business & Community Initiatives.

Auburn Montgomery Business & Community Initiatives
Grant Application Requirements

The application should not exceed six pages, with the exception of supporting attachments and should be organized as outlined below. The deadline for receipt of application is **1:00 p.m., April 29, 2016**.

1. **Abstract**. Please prepare a brief overview stating the need and objectives for the project.
2. **Need.** Please describe the problem or opportunity that will be addressed by your project. You should be specific regarding location(s) of the project and the particular constituency affected by your project.
3. **Method.** Please state how you propose to address the need. List all major activities or benchmarks and the completion dates.
4. **Mission.** Please state how your project will serve the community.
5. **Qualifications of Participants.** Please state how your proposed project will draw upon your professional expertise or personal experience.
6. **Project Evaluation.** Please state how you will know if or when your project's goals and objectives have been met. State how you will measure the impact of your project on the intended audience.
7. **Budget**. Provide detailed information indicating all planned expenditures. Include information about additional sources of funds and/or in-kind contributions if applicable. Budget information is final. Once a project is approved and funds are awarded, the budget *cannot be changed* without approval.
8. **Supporting Attachments.** (This section is not included in total page count.) Please provide the following items:
   A. Two letters of recommendation
   B. Other letters committing additional support (funds or in-kind) if applicable
   C. Curriculum vita or resume of applicant
   D. Institutional Review Board (IRB) approval if applicable
   E. Other supporting documents

Applications should be submitted via Campus Mail, hand delivery, or e-mail to:
> Auburn University at Montgomery
> Office of Business & Community Initiatives
> Attn: Grant Award Committee
> 7515 Halcyon Summit Drive, Suite 305
> Montgomery, Alabama 36117
> grant.awards@outreach.aum.edu

Questions about the process should be submitted to grant.awards@outreach.aum.edu.