Tennessee Board of Regents
2013-2014
Access and Diversity Initiative Grants

Application Procedures

Application due - Wednesday, February 1, 2013

1415 Murfreesboro Road, Suite 340
Nashville, TN 37217
Phone (615) 366-4483   Fax (615) 366-3922
Introduction

The Access and Diversity Grant initiative is coordinated through the Office of Access and Diversity at the Tennessee Board of Regents (“TBR”). and is designed to support institutional efforts towards increasing the educational attainment level of all citizens of the state of Tennessee with a primary focus on underrepresented and targeted sub-populations. This initiative aligns with the TBR’s efforts to comply with the Complete College Act of 2010 goal of increasing the number of Tennesseans earning college credentials, as well as with system and campus diversity and strategic plans. The TBR central office anticipates that approximately $1 million in grant funds will be available for Fiscal Year 2013-2014. These funds are to be used to support initiatives designed to achieve and promote access to higher education and diversity, including those that:

- assist with retention and success of underrepresented students
- assist with the recruitment and retention of underrepresented faculty and staff

A. Purpose

This grant program funds initiatives that achieve the above stated purposes and that implement strategies aligned with institutional strategic goals and objectives, the campus Diversity Plan, and the Complete College TN Act of 2010.

Applications should directly serve underrepresented or targeted subpopulations-including, but not limited to, underrepresented minorities, the economically disadvantaged, persons with disabilities, or other targeted populations as identified in its campus Diversity Plan.

Funding made available under this grant program is provided as part of an annual competitive application process and should not be relied upon as a source of secure funding over an extended time period. Applications should not be used as a means to supplement or fund additional campus personnel.

B. Programs

Three types of programs are eligible for funding. Below is a general description of each category:

1. Student Outreach and Success
   The goal of programs in this category is the achievement of measurable improvement in the retention and success of identified categories of students, including, but not limited to, underrepresented minorities, non-traditional students, the economically disadvantaged, and others identified in the campus diversity plan or for performance funding purposes.

2. Faculty/Staff Focused
The programs in this category should be designed to achieve improvement in the areas of recruitment and retention of diverse faculty and staff.

3. Campus Climate
The goal of programs in this category is to provide support for workshops, seminars or other programming that will contribute to a supportive, substantive and inclusive campus environment for students, faculty, and staff.

C. Program Categories & Funding Levels
The three categories of funding and the funding levels for each are:

1. Pilot Program Project
   - New service(s) or program(s)
   - Can be a one-time activity or event
   - Maximum timeframe of two consecutive years of funding but the institution must reapply for funding consideration for the 2nd year.
   - Maximum grant funding of $40,000 per year

2. Program Enhancement Projects
   - Services or programs that enhance existing campus (non-A&D funded) initiatives
   - Maximum timeframe of 3 consecutive years of funding (must re-apply each year)
   - Funding requests cannot exceed twice the amount of the current institutional funding level, with a maximum grant funding amount of $30,000 per year.

3. Multi-Year Grants
   - New or pre-existing services or programs
   - Must be a collaboration of at least two entities*
   - Maximum funding of $125,000.00 for life of project (2-3 years)
   - 24-36 month timeframe and fundable for a maximum of three years

* Collaborative Applications
A collaborative application must have at least one collaborating partner that is a TBR institution. This partner will also serve as the fiscal partner, or awardee, in the event the project is funded. The additional or secondary partner(s) can be another TBR institution, or an external partner such as local education agency (LEA), non-TBR post-secondary institution, business, or community group (such as local P-16 councils). To be considered for a collaborative application the secondary partner must provide at least one letter of commitment to the project for the proposed timeframe. The letter of commitment must be from a senior administrator of the organization. If there
is more than one secondary partner, each of the collaborating entities must have a letter of commitment attached to the application.

D. Evaluation Criteria

Proposals can earn a maximum of 100 total points in 5 key areas. These areas are:

1. **Project Outcomes and Impact (Maximum 35 points)**
   The proposal defines the desired outcomes of the project. The outcomes are clearly stated, realistic, and measureable. The proposed plan, as designed, has the potential to significantly increase and/or impact educational attainment or diversity initiatives at the institution. The desired outcomes of the proposed plan correspond to the goals of the institution's strategic plan, diversity plan, and/or the Complete College TN Act.

2. **Methodology (Maximum 20 points)**
   - The proposed plan is designed to meet the stated outcomes and have maximum impact on educational attainment and/or diversity initiatives. The proposal identifies the target population that will be impacted by the work and, when possible, defines the approximate number of students that will be impacted.
   - The proposed plan includes a timeline of planned activities with responsible parties identified.
   - For collaborative grant proposals, the proposal defines the roles and responsibilities of each party (multi-year grants only)

3. **Assessment Strategies (Maximum 20 points)**
   The proposal lays out a clear plan to measure the impact of the project on the stated outcomes. Each outcome has at least one quantitative or qualitative assessment measure.

4. **Sustainability (Maximum 15 points)**
   The proposed plan’s sustainability in terms of future institutional support is assured, where appropriate. There is documented commitment of facilities, equipment and supplies, personnel, and/or fiscal resources to supplement the grant. The proposal includes a plan for continuation of the project after the Access and Diversity funds cease, if applicable.

5. **Budget (Maximum 10 points)**
   - The budget must follow the required Division of Finance and Accounting (State of Tennessee) budget format. (See FORM 3). The project budget is justified in the project narrative
• The proposed budget makes efficient use of Access and Diversity funds such that the proposed plan will impact a significant number of individuals.

All project applications will be reviewed on the above criteria by an advisory committee comprised of TBR system office and campus personnel. Committee members are selected by the TBR Access and Diversity staff from a pool of volunteers who each have an extensive background in or more of the following areas: access, diversity, recruitment, retention, grants, grant writing and budgeting. In order to insure equity in the process no member of the committee is allowed to review, discuss or score applications from their own institution. Furthermore, no member of the advisory committee is allowed to compete in the Access and Diversity Grant process as a project director.

F. Submission Requirements

F1. All proposed applications are required to undergo legal review and submission approval by either the institution’s legal counsel or by TBR’s Office of General Counsel (OGC). This must occur before the application is submitted to the Office of Access and Diversity. In order to allow ample time for legal review from the OGC, a campus should establish an internal review deadline.

Special Instructions for institutions using TBR OGC Services
All applications to be reviewed by the OGC are due to the by the close of business on Friday, December 1, 2012. All proposed applications must be submitted as a typed double spaced WORD© document, in 12 point font and attached to an email to the OGC only. The Subject line must read: “A&D Grant for OGC REVIEW, the Campus initials and Project Director’s Name,” to the appropriate campus attorney. An application to the OGC does not have to include a completed budget. This early submission date will allow TBR OGC ample time to review and make suggestions regarding any possible compliance concerns before the final due date.

F2. A campus can submit a maximum of eight applications. There can be a maximum of three applications for a funding category from any one institution. Individuals can serve as the project director on only one awarded grant in a given year. All final applications are due to the Central Office by the close of business on Wednesday, February 1, 2013.

F3. Each application should include the following contents:

A. The Application Cover Page (FORM 1 provided), signed by the institution’s Project Director, Diversity Contact, Office of Sponsored Research (or the equivalent), and the President or TTC Director. If any necessary signatures are omitted, the Application will NOT be reviewed.
B. An abstract of the project (FORM 2)

C. A narrative description of the project (maximum of 5 pages)

D. A budget in the required format (FORM 3).

   Ineligible costs include:
   • Purchase of equipment that doesn’t directly benefit participating subpopulations
   • Speaker fees or honorariums, unless such fees are part of a broader workshop/seminar
   • Scholarships and tuition costs

E. Letters of participation from all participating institutions or other groups must be included if the project is a collaborative.

F. Exhibits, appendices and attachments are limited to five (5) pages total – additional pages will not be reviewed and should not be submitted.

F4. All applications must be submitted separately as a typed, double spaced WORD© document in 12 point font and sent as an email attachment to: accessdiversity@tbr.edu. The “Subject” line must include the campus name or initials, Access and Diversity Grant (Type) Application and the Project Director’s last name.

   Example: “ETSU, Access and Diversity Retention Grant Application/Jones. If the Subject line is incorrect, the proposal will not be accepted for review

   The signed “Application Cover Page”, appendices and attachments may be scanned and submitted as one “PDF” file or the signed “Application Cover Page” may be submitted by fax to 615-366-2245

F5. NOTE: Applications received through U.S. Mail or hand-delivery will not be reviewed.

G. Awards and Notifications

Award decisions will be communicated to applicants and institution officials by mid-March 2013. Notifications will be simultaneously sent to the Project Director, Diversity Contact and President/Director of each institution. This will be followed by a Letter of Understanding (LOU) that must be signed by the institution. The institution should take steps to ensure that other required project funding is available prior to signing and returning the LOU. The Letter of Understanding requires that the project be implemented as proposed. Funding will be transferred to the institution upon receipt of the signed LOU and after July 1, 2013.
**Budget revisions:** Any budget reallocations between line items that exceed 10% of the total budget or $1,000.00 (whichever is greatest) require prior, written approval from Dr. William Arnold. Revisions of less than 10% or $1,000.00 (whichever is greatest) may be made at the discretion of the institution. All budget revisions must be completed prior to the completion of the grant funding period.

**Extensions:** Projects are approved for the period identified in the application. Requests for reasonable extensions must be submitted in writing to Dr. William Arnold 60 days prior to the grant deadline. The request must include a justification of the need for such an extension and have documentation of approval from the Director or President. The Office of Access and Diversity reserves the right to determine final reasonability.

**H. Post-Award Requirements**

**Application revisions:** Any proposed major change(s) to the scope of services or personnel must be submitted in writing to Dr. William Arnold for approval.

**Project Director’s Meeting:** A Project Director’s Meeting is tentatively scheduled for Thursday, May 16, 2013 for all awardees. This meeting is mandatory for all first time project directors.

**Final Report:** A narrative or end of project report including a final expenditures report must be submitted to william.arnold@tbr.edu within 45 days of the conclusion of the project. The project terms are July 1, 2013-June 30, 2014. All reports must be submitted by the due date. Reports that are overdue may result in denial of future applications. An annual report is required for each year of a multi-year grant. Information about the content and format of this report will be included with the award notification letters. Any funds not used by the end of the project must be returned with the final report. This provision applies in the final year of multi-year grants.

**J. Other Information**

**Questions.** Any questions should be addressed to Dr. William Arnold at william.arnold@tbr.edu or 615.365.1508

**Revisions.** Any revisions to this grant process will be issued by the central office in writing and distributed to the same recipients receiving the original application packet. In addition, revisions will be posted at www.tbr.edu.
2013-2014 Access and Diversity Grant Application Cover Page (FORM 1)

Project Title: ________________________________________________________________

Institution: _________________________________________________________________

Project Date(s): _______________________

Amount Requested: $ __________________________

Project Director

Name: ________________________________

Position: ______________________________

Department: ___________________________

Phone and Email: _______________________

Other Key Project Personnel

Name: ________________________________

Position: ______________________________

Department: ___________________________

Phone and Email: _______________________

☐ NEW PROJECT  ☐ PREVIOUSLY FUNDED

I. Type of Program

Check the ONE most appropriate type of program (see page 2)

☐ Student Outreach and Success

☐ Faculty/Staff

☐ Climate

II. Funding Category

Check the ONE most appropriate category (see page 2)

☐ Multi Year

☐ Pilot Program Project

☐ Program Enhancement ___YES ___NO

III. Collaborative Applications only (see page 3)

☐ List of participating institutions/organizations is included

☐ Letters of support from participating institutions/organizations included

Signed: ______________________________  Signed: ______________________________

Project Director  Campus Diversity Contact

Signed: ______________________________  Signed: ______________________________

Sponsored Research (Grants)  Institution President or TTC Director
This form must be completed as comprehensively as possible. The abstract should explicitly address the need for the project, its goals and objectives, as well as the activities that will be undertaken to achieve them. The goals must be linked to the institution’s strategic plan relative to access and diversity. The abstract must also explain how the program will be assessed to determine whether the goals are met. A comprehensive typewritten narrative addressing the selection criteria is required (see Narrative Instructions below). The narrative must not exceed five (5) pages.

Name of Institution: ____________________________________________________________

Statement of Need: State clearly and concisely the problem(s) the project will address:
__________________________________________________________________________

Goals:

List no more than two (2) clearly defined, measurable, and comprehensive goals you wish to achieve:

1. _______________________________________________________________________
2. _______________________________________________________________________

List at least two (2) institutional strategic plan goals the project addresses:

1. _______________________________________________________________________
2. _______________________________________________________________________

Narrative Instructions (must not exceed five pages)

- The Narrative should clearly inform the reader of the purpose of your proposal, how you plan to achieve it and how it will be assessed.

Other items to consider in writing this narrative are:

- What is the primary purpose of this project?
- How does this project relate to the campus’ strategic plan, diversity plan and Complete College Act?
• Describe the project, including the primary steps involved, the people who will be responsible for and involved in each step, the management plan for the project (i.e., how each step is to be achieved), the projected number of participants, key benchmarks in the project’s conduct, and a timeline for achievement of the benchmarks

• What assessment measures will be used to evaluate the outcome of this project?

• Describe how this project will become self-sustaining and/or how your institution will institutionalize the services. (Attach letter outlining institution support.)

• What other resources, including in-kind contributions, will be used in conducting this project?
FORM 3

GRANTEE

PROGRAM AREA: TBR Access and Diversity Grant (Single or Multiyear)

THE FOLLOWING IS APPLICABLE TO EXPENSE INCURRED IN THE PERIOD: July 1, 2013 through June 30, 2014 (Create budget for each year of a Multi-Year grant)

<table>
<thead>
<tr>
<th>EXPENSE OBJECT LINE-ITEM CATEGORY (detail schedule(s) attached as applicable)</th>
<th>ORIGINAL GRANT REQUEST</th>
<th>ORIGINAL GRANTEE MATCH (participation)</th>
<th>TOTAL PROJECT</th>
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<tbody>
<tr>
<td>1</td>
<td>Salaries</td>
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<td>Student Wages</td>
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<td>Stipends</td>
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<td>10</td>
<td>Other (Specify)</td>
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<td>Total In-Kind Expense</td>
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<tr>
<td>13</td>
<td>GRAND TOTAL</td>
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</table>

- Anticipated number of participants (if applicable)__________________________

- Average cost per participant (if applicable)_______________________________

10
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<thead>
<tr>
<th>GRANT BUDGET DETAIL</th>
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<tr>
<td><strong>LINE-ITEM DETAIL FOR:</strong></td>
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<td>TRAVEL/CONFERENCES</td>
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<td>OTHER</td>
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<td><strong>TOTAL</strong></td>
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</table>
*Funding will not be approved for equipment, textbooks, library books, hardware

*Note: Multi-year applicants must submit an itemized budget request for each year.*

Itemize each anticipated expenditure and its funding source in the appropriate column. Include all expenditures associated with the program as outlined. **Provide narrative explanation on an additional page if needed.**
2013-2014 Access and Diversity Grant Initiative

Tentative Timeline

Friday, September 14, 2012
• 2013-2014 Request for Applications Released

Monday, October 3, 2012-Friday, November 30, 2012
• Campus internal review of applications

Monday, December 3, 2012
• TBR OGC legal review submission deadline (if there is no Legal Counsel on your campus)

Monday, February 4, 2013 4:30 p.m.
• Application submissions due to TBR Central Office

• TBR grant review process

Wednesday, March 20, 2013
• Grant awards announced

Thursday, May 16, 2013
• Mandatory first time project director’s meeting

July 1, 2013
• Grant period begins

June 30, 2014*
• Grant period ends (single year grants)

*Multi-year grants will end June 30, 2014, 2015 or 2016.

The Office of Access and Diversity encourages the campuses to perform grant writing workshops. We are available to assist in tailoring such sessions to this Request for Applications. Please contact William Arnold for more information.