



Tennessee Board of Regents

2012-2013

Access and Diversity Initiative Grants

Application Procedures

**Proposal Submissions Due to TBR Central Office
by Wednesday February 1, 2012**

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

Introduction

The Access and Diversity Grant initiative was established in 2007 and is coordinated through the Office of Access and Diversity at the Tennessee Board of Regents (“TBR”). This initiative 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/underutilized populations. In alignment with the Complete College Act of 2010, the 2012-2013 Access and Diversity Initiative Grants will focus on the importance of increased educational attainment as we approach the year 2015.

The TBR central office anticipates that approximately \$1 million in grant funds for access and diversity initiatives will be available for Fiscal Year 2012-2013. These funds are to be used to support initiatives designed to achieve and promote access and diversity, including those that:

- assist with recruitment and retention of students
- assist with the recruitment and retention of faculty and staff
- promote a climate that enhances the likelihood of success of recruitment and retention initiatives on the TBR campuses

A. Purpose

This grant application process seeks institution applications for 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 underutilized populations - including, but not limited to, underrepresented minorities, the economically disadvantaged, persons with disabilities, or targeted sub-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 expected to be 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.

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 and seminars 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 funding of \$40,000
- These programs are eligible for a maximum of two consecutive years of funding but the institution must reapply for funding consideration for the 2nd year.

2. Program Enhancement Projects

- Services or programs that enhance existing campus initiatives
- Maximum timeframe of 3 consecutive years of funding (must re-apply each year)
- Funding cannot exceed twice the amount of the current institutional funding level, with a maximum grant funding amount of \$25,000 per year.

3. Multi-Year Grants

- New or pre-existing , services or programs
- Must be a collaboration of at least two entities*
- 24-36 month timeframe and fundable for a maximum of three years
- Maximum funding of \$125,00.00 for life of project 2-3 years

*** Collaborative Applications**

A collaborative application must have at least one 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, 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 Goals and Objectives (Maximum 35 points)

- Goals and objectives are clearly stated.
- Goals and objectives are linked to institution's Campus Diversity plan, the institution's strategic plan and/or the Complete College TN Act.
- Goals and objectives are realistic and measureable.

2. Methodology (Maximum 20 points)

- Proposed methodology demonstrates that the project is well thought out and comprehensively planned to address program goals and objectives.

3. Assessment Strategies (Maximum 20 points)

- Assessment strategies are clearly related to the project methodology, goals and objectives.
- Assessment strategies include qualitative and/or quantitative elements that are appropriate and clearly related to the goals and objective.

Note: Each objective should have at least one assessment measure.

4. Sustainability (Maximum 15 points)

- The project's institutional support is assured, where appropriate. There is documented commitment of facilities, equipment, supplies, personnel, and/or other fiscal resources to supplement the project.
- The project includes a continuation plan after the Access and Diversity grant funds cease.

5. Budget (Maximum 10 points)

The budget must follow the required Division of Finance and Accounting (State of Tennessee) budget format. (See FORM 3). It must be sound, accountable, and clearly justified in the project narrative.

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. 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. **All final applications are due to the Central Office by the close of business on Wednesday, February 1, 2012.**

F2. 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) Director, 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

F3. All applications must be submitted as a typed, double spaced WORD© document in 12 point font and sent as an email attachment to: accessdiverity@tbr.edu. The "Subject" line must include the campus name, Access and Diversity Grant Application and the Project Director's name. **Example:** "ETSU, Access and Diversity Grant Application/Jones."

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 615-366-392

- F4.** 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.

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

Special Instructions for institutions using TBR OGC Services

All applications to be reviewed by the OGC are due to the Central Office by the close of business on Thursday, December 1, 2011. All proposed applications must be submitted as a typed double spaced WORD© document, in 12 point font and attached to an email. 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.

G. Awards and Notifications

Award decisions will be communicated to applicants and institution officials by mid-March 2012. Notifications will be simultaneously sent to the Project Director, Diversity Contact and President or 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.

Budget revisions: Any budget reallocations between line items that exceed 10% of the total budget or \$1,000.00 (whichever is greatest) will also 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.

Extensions: Projects are approved for the period identified in the application. Requests for reasonable extensions must be submitted in writing to Dr. William Arnold prior to the deadline, with a justification of the need for such an extension. The Office of Access and Diversity reserves the right to determine reasonability.

H. Post-Award Requirements

Application revisions: Major changes 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 will be scheduled for Friday, May 18, 2012 at the TBR Central Office 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-June 30. 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.

2012-2013 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: _____

Project Director

Signed: _____

Campus Diversity Contact

Signed: _____ **Signed:** _____

Sponsored Research (Grants)

Institution President or TTC Director

ABSTRACT

FORM 2

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

TBR Institution Name

PROGRAM AREA:

TBR Access and Diversity Grant (Single or Multi year)

THE FOLLOWING IS APPLICABLE TO EXPENSE INCURRED IN THE PERIOD: July 1, 2012 through June 30, 2013 (Create budget for each year of a Multi-Year grant)

	EXPENSE OBJECT LINE-ITEM CATEGORY (detail schedule(s) attached as applicable)	ORIGINAL GRANT Request	ORIGINAL GRANTEE MATCH (participation)	TOTAL PROJECT
1	Salaries (detail attached)	\$0.00	\$0.00	\$0.00
2	Student Wages (detail attached)	\$0.00	\$0.00	\$0.00
3	Benefits (detail attached)	\$0.00	\$0.00	\$0.00
4	Honoraria (detail attached)	\$0.00	\$0.00	\$0.00
5	Supplies (detail attached)	\$0.00	\$0.00	\$0.00
6	Food (detail attached)	\$0.00	\$0.00	\$0.00
7	Facilities (detail attached)	\$0.00	\$0.00	\$0.00
8	Travel / Conferences (detail attached)	\$0.00	\$0.00	\$0.00
9	Stipends (detail attached)	\$0.00	\$0.00	\$0.00
10	Other (Specify) (detail attached)	\$0.00	\$0.00	\$0.00
11	Total In-Kind Expense	\$0.00	\$0.00	\$0.00
13	GRAND TOTAL	\$0.00	\$0.00	\$0.00

- Anticipated number of participants (if applicable)_____
- Average cost per participant (total budget divided by number of participants)_____

GRANT BUDGET DETAIL	
LINE-ITEM DETAIL FOR: SALARIES	AMOUNT
TOTAL	\$0.00
LINE-ITEM DETAIL FOR: STUDENT WAGES	
TOTAL	\$0.00
LINE-ITEM DETAIL FOR: BENEFITS	AMOUNT
TOTAL	\$0.00
LINE-ITEM DETAIL FOR: HONORARIA	AMOUNT
TOTAL	\$0.00
LINE-ITEM DETAIL FOR: SUPPLIES	AMOUNT
TOTAL	\$0.00
LINE-ITEM DETAIL FOR: FOOD	AMOUNT
TOTAL	\$0.00
LINE-ITEM DETAIL FOR: FACILITIES	AMOUNT
TOTAL	\$0.00
LINE-ITEM DETAIL FOR: TRAVEL/CONFERENCES	AMOUNT
TOTAL	\$0.00
LINE-ITEM DETAIL FOR: STIPENDS	AMOUNT
TOTAL	\$0.00
LINE-ITEM DETAIL FOR: OTHER	AMOUNT

TOTAL	\$0.00

*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.**

2012 Access and Diversity Grant Initiative

Tentative Timeline

Tuesday, October 4, 2011

- 2012-2013 Request for Applications Released

October 2011- Wednesday, November 30, 2011

- Campus internal review of applications

Thursday, December 1, 2011

- TBR OGC legal review submission deadline (if there is no Legal Counsel on your campus)

Monday, February 6, 2012

- Application submissions due to TBR Central Office

Monday, February 6, 2012 – Tuesday, March 5, 2012

- TBR grant review process

Monday, March 12, 2012

- Grant awards announced

Friday, May 18, 2012

- Mandatory first time project director's meeting

July 1, 2012

- Grant period begins

June 30, 2013*

- Grant period ends (single year grants)

***Multi-year grants will end June 30, 2013, 2014 or 2015.**

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.