2017-2018 Community Partner Grant
Request for Proposals

VISION STATEMENT
PittServes is a University-wide initiative that engages students in meaningful service to the community on a local, national and international scale. Our focus on sustainability, education and community development allows us to increase student community service and broaden our impact as a university.

Expectations
The PittServes Community Partner Grant is designed to support local organizations in their efforts to better the Pittsburgh community with the help of University of Pittsburgh student volunteers. Expectations of the grant are as follows:

1. Engage the student leadership groups in the Office of PittServes (Student Civic Engagement Council, Service Leadership Committee) in order to plan, implement and execute community partner efforts within their communities.
2. Create a service project that will effectively utilize University of Pittsburgh students in various volunteer roles. Preferably multiple times throughout the 2017-18 academic year and on a larger scale (engaging 100+ student volunteers throughout the year and 42+ student volunteers on single days).
3. Provide University of Pittsburgh student volunteers with direct volunteer opportunities in local communities via the PittServes volunteer portal (volunteer.pitt.edu).
AWARD

Community Partners are encouraged to apply for up to $1,000 in grant funding. There will be two $1,000 grants awarded. The grant approval process will be driven by the needs of community partners and will ideally enhance the quality of life for residents in the Pittsburgh region.

The PittServes application review committee (consisted of students and staff) will provide a recommendation to the Director of PittServes or her designee for final approval of all expenses to be paid fully or partially, based on the following criteria:

ELIGIBILITY REQUIREMENTS

- Must provide detailed information about how the agency's project benefits the overall Pittsburgh community and goals for University of Pittsburgh student volunteers.
- Applicants must hold a 501c3 status, or be a subsidiary of a 501c3 status organization who serves as their fiscal agent.
- Applying organization must a registered community partner on the PittServes volunteer portal (volunteer.pitt.edu) AND must have posted at least one volunteer opportunity on the portal in the past 90 days (March - June 2017).
- The grant can be used to enhance current projects or to help create a new project.
- All projects are subject to approval through the University's legal department.
- Must have the perceived support of the larger neighborhood in which the organization resides and is eligible for community approval.
- Must be willing to involve the PittServes student leadership groups in the project as contributors to the undertaking and also as student learners.
- Project must support expenses directly related to the mission of PittServes.
- All service hours generated through the project will be captured via PittServes volunteer portal and will be submitted electronically to the Office of PittServes with the final report.
- Projects materials must be submitted for purchasing no later than Monday June 5, 2017 at noon.
- Project materials must be securely stored at community partners’ office.
- Projects must begin by July 15, 2017 and all project materials are to be utilized by December 1, 2017.
• Projects with a particular emphasis on continued student volunteer engagement through the Office of PittServes’ large days of service will be given special consideration.
  ▪ Orientation Service Project – August 25, 2017
  ▪ Pitt Make a Difference Day (PMADD) – October 21, 2017
• Projects that have been submitted (but not selected) in the past are eligible for resubmission as long as they meet all required criterion.

EXPECTED USES OF FUNDS

Funds may be used to buy materials and supplies that cannot be provided by the student leadership groups (please check with the student leadership group advisor to determine if the supplies you need are stocked by the Office of PittServes and are available for distribution).

RESTRICTIONS

Funds granted cannot be used for:

• Salaries, honoraria, or compensation to the student(s), staff/faculty or volunteers working on the service project
• Donations of any kind
• Cash awards or purchasing gift cards
• Expenditure not in compliance with University policy (including the purchasing of power tools/equipment).

FINAL REPORT REQUIRED

Each grant recipient is required to complete the final report form describing the results and benefits of the grant including. Final reports are due one week following the end date of the project. The final report form will be emailed to the contact person listed on the application prior to the start of the project to ensure accurate reporting. Signatures of the community partner contact who applied for the grant and the organization’s name are required on the final report form.
### POINT OF CONTACT

All applications, reports, and inquiries should be directed to:

Shenay Jeffrey  
Office of PittServes  
923 William Pitt Union  
3959 Fifth Ave  
Pittsburgh, PA 15260  
shenay.jeffrey@pitt.edu  
412-624-0240

### APPLICATION REVIEW AND NOTIFICATION

All applications will be reviewed by the Student Civic Engagement Council, the SCEC Advisor, PittServes Staff selection committee and the Director of the Office of PittServes.  
All committee decisions are final.  
The amount of the grant requested may be reduced by the review committee.

### TIMELINE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>May, 2017</td>
<td>RFP released</td>
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<tr>
<td>June 5, 2017</td>
<td>Application deadline at 5pm</td>
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<tr>
<td>June 5 – 8, 2017</td>
<td>Official review, follow-up interviews (if needed) *Applicant must be available 6/5-6/8 for potential follow up</td>
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<tr>
<td>June 10, 2017</td>
<td>Grant recipients announced</td>
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<tr>
<td>June 15, 2017</td>
<td>All materials ordered and purchased</td>
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<tr>
<td>July 15, 2017</td>
<td>Project start deadline</td>
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<tr>
<td>December 1, 2017</td>
<td>Project completion deadline</td>
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DISBURSEMENT

The selected proposal will not receive any direct funds from the Office of PittServes or the University of Pittsburgh. Instead, the Office of PittServes will purchase all project supplies and line items submitted by the grantee with their application by June 15, 2017.

The Office of PittServes will purchase supplies at businesses that have a tax exempt accounts (with the Office of PittServes) such as Home Depot, Amazon, Target, Joann Fabric, Oriental Trading Company, Jet.com, Boxed.com, and Sam’s Club.

APPLICATION GUIDELINES

1. Proposals should be submitted electronically (via email) no later than 5pm on Monday, June 5, 2017. Late submissions will not be accepted.
2. Signatures of the community partner contact person(s) who applied for the grant are required on the application form.
3. Submission of an application does not guarantee funding.
4. If a community partner does not submit a final report or uses grant funds inappropriately, it rescinds its opportunity to apply for future service grants and will be required to reimburse the Office of PittServes.

** Improper use of funds may also have further implications for continued partnership with the Office of PittServes at the Director’s discretion.**
2017-18 PITTSERVES COMMUNITY PARTNER GRANT

Application due no later than Monday, June 5, 2017 at Noon (12 pm EST)

Entire form completion is required for submission.

Organization:________________________________________________________

Contact person 1:__________________________ Title: _____________________

Contact email:_______________________ Contact number:__________________

Contact person 2:__________________________ Title: _____________________

Contact email:_______________________ Contact number:__________________

Organization Mission Statement:

___________________________________________________________________

___________________________________________________________________

___________________________________________________________________

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___________________________________________________________________

Estimated Project Start Date: ________________________________

Estimated Project End Date: ________________________________

Estimated Number of Pitt Student Volunteers Engaged:__________________
Estimated Participation in Large Days of Service:

(Check all that apply)

_____ Orientation Service Project – August 25, 2016
_____ Pitt Make a Difference Day (PMADD) – October 21, 2017

Community/Communities Engaged:

_____________________________________________________________________

_____________________________________________________________________

Additional Community Partners Engaged:

_____________________________________________________________________

_____________________________________________________________________

Please attach a project proposal (no more than 1,000 words) that covers the following information:

- Project outline/timeline
- Plan for community engagement
- Plan for utilizing student volunteers
- Background information on community/project selected
- History of organization’s commitment to community/project selected

Additionally, please submit an itemized budget for up to $1,000. For each line item, please include the quantity, specific name and supplier referenced. Itemized budget is required at the time the application is submitted.