2016-2017 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.

GOALS

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. Goals of the grant are as follows:

1. Engage and work with the Student Civic Engagement Council (SCEC), the student leadership group in the Office of PittServes, in order to plan, implement and execute community partner efforts within their communities.
2. Enhance or create a project that will effectively utilize University of Pittsburgh students (in addition to the SCEC) in various volunteer roles. Preferably multiple times throughout the 2016-17 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 experience in local communities. Preferably, experiences will include time working alongside community members and additional community partner organizations in order to develop student volunteer knowledge base in terms of community dynamics, community partner mission(s) and sustainable involvement.
AWARD

Community Partners are encouraged to apply for up to $5,000.00 in grant funds. Multiple grants with a total of $5,000.00 may be considered. 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 will provide a recommendation to the Director of PittServes or her designee on whether or not a grant should be fully approved, partially approved or denied based on the following criteria:

ELIGIBILITY REQUIREMENTS

To be eligible for a grant, the project proposal:

- Must provide detailed information about how the agency’s project benefits the overall Pittsburgh community and goals for University of Pittsburgh student volunteers.
- Must be submitted by applicants holding a 501c3 status, or be a subsidiary of a 501c3 status organization who serves as their fiscal agent.
- Can be used to enhance current projects or to help create a new project.
- 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 Student Civic Engagement Council in the project as contributors to the undertaking and also as student learners.
- Must support expenses directly related to the mission of PittServes.
- Must have all service hours generated through the project captured via sign-in sheet and will be submitted electronically to the Office of PittServes with the final report.
- Project materials must be submitted to the Office of PittServes for purchasing no later than Wednesday, June 15, 2016.
- Must have project materials securely stored at community partners’ facility.
- Projects must begin by July 15, 2016 and all project materials are to be utilized by May 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 26, 2016
Pitt Make a Difference Day (PMADD) – October 22, 2016
MLK Day of Service – January 16, 2017
Pitt Be a Good Neighbor Day – Spring 2017

- Projects that have been submitted (but not selected) in the past are eligible for resubmission as long as they meet all required criterion.

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EXPECTED USES OF FUNDS

Funds may be used to buy materials and supplies that cannot be provided by the SCEC (please check with the SCEC 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, purchasing gift cards
- Expenditure not in compliance with University policy.

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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:

Office of PittServes
923 William Pitt Union
3959 Fifth Ave
Pittsburgh, PA 15260
serves@pitt.edu
412-624-1065

APPLICATION REVIEW AND NOTIFICATION

All applications will be reviewed by the Student Civic Engagement Council, the SCEC Advisor 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 24, 2016</td>
<td>RFP released</td>
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<tr>
<td>June 5, 2016</td>
<td>Application deadline</td>
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<tr>
<td>June 5 – 10, 2016</td>
<td>Official review, follow-up interviews (if needed) *Applicant must be available 6/8-10 for potential follow up</td>
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<tr>
<td>June 10, 2016</td>
<td>Grant recipients announced</td>
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<tr>
<td>June 15, 2016</td>
<td>All materials ordered and purchased</td>
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<tr>
<td>July 15, 2016</td>
<td>Project start deadline</td>
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<tr>
<td>May 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, 2016.

APPLICATION GUIDELINES

1. Proposals should be submitted no later than noon on Sunday, June 5, 2016. 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. Applications are preferred to be submitted electronically but can be sent via postal mail. Please note that early submissions are encouraged for all hardcopy submissions, as postal mail may take longer to process within the University of Pittsburgh system.
4. Submission of an application does not guarantee funding.
5. 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.
APPLICATION FOR 2016-17 SCEC COMMUNITY PARTNER GRANT

Application due no later than Sunday, June 5, 2016 at Noon (12 PM EST).

Entire form completion is required for submission.
Please submit to serves@pitt.edu

Organization:________________________________________________________

Contact person 1:__________________________ Title: _______________________

Contact email:_______________________ Contact number:_____________________

Contact person 2:__________________________ Title: _______________________

Contact email:_______________________ Contact number:_____________________

Organization Mission Statement:
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

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 26, 2016
_____ Pitt Make a Difference Day (PMADD) – October 22, 2016
_____ MLK Day of Service – January 16, 2017
_____ Pitt Be a Good Neighbor Day – Spring 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 $5,000. For each line item, please include the quantity, specific name and supplier referenced. Itemized budget is required at the time the application is submitted.

Contact 1 signature:___________________________________ Date:__________
Contact 2 signature:___________________________________ Date:__________