
2008-09 Program Innovation Fund Guidelines

Background

The Vice Chancellor of UW-Extension administers an institutional fund designed to encourage **innovative** projects and programs that foster greater collaboration among and between the UW-Extension divisions, the UW Colleges, and other UW institutions and/or community partners.

Core Purposes of the Funds Are to:

1. Generate innovative programming across divisional and institutional lines;
2. Highlight the unique value of our work in serving the educational needs of the State of Wisconsin;
3. Demonstrate program impact;
4. Increase the understanding, acceptance, and appreciation of cross-divisional and inter-institutional cooperation and collaboration;
5. Recognize and highlight the talents and value of our colleagues and partners.

Funding and Other Financial Information

Approximately \$200,000 of funding is available for FY 2008-09. While we cannot allocate *new FTE* staff positions to a funded project, program innovation funds can support salaries and fringes of staff working on a funded project for the year of the project (July 1, 2008 to June 30, 2009). Proposals may be funded at an amount less than the full funding request.

Eligibility

Proposals should represent the collaborative work of:

- at least two divisions of UW-Extension, or
- a UW College campus(es), continuing education unit, and/or department(s) **and** at least one UW-Extension division

Project leader(s) must be employed at least half-time by either UW Colleges, UW-Extension, a UW campus continuing education or SBDC unit, or be a UW faculty or staff member who holds an extension appointment of 50% or greater. We also encourage the involvement of colleagues from other educational institutions, community organizations, or federal, regional or state agencies, but they cannot serve as project leader.

2008-09 Themes

In keeping with UW Colleges/UW-Extension's current strategic planning process, we invite proposals for innovative projects and programs that address one or more of the following themes based upon our Strategic Priorities:

- Increase diversity and multi-cultural awareness
- Nurture entrepreneurship, business, and economic development while preserving environmental and natural resources
- Increase the capacity of Wisconsin youth, families and communities to manage current issues
- Increase access to the educational resources of the UW System by reducing barriers to participation

Timeline

Call for proposals issued:	January 28, 2008
Proposals Due:	May 1, 2008
Award announcements:	June 16, 2008
Funding period:	July 1, 2008-June 30, 2009
Mid-year progress report:	January 19, 2009
End-of-project report:	August 28, 2009

Proposal Requirements

1. Cover Page (form on website) Includes the project title, project leader and partners, contact information, a project abstract (50 word limit), theme(s) addressed, goals and anticipated outcomes (100 words), and a funding request.

Note about proposals that involve a 4-year UW Campus Continuing Education unit: *These proposals will require the review, sign-off, and ranking (if there are multiple proposals from a campus) of the Continuing Education Extension Committee (CEEC) representative from that institution. The CEEC representative's signature and proposal ranking (if necessary) should appear on the cover page of the proposal. CEEC members are listed at: <http://www.uwex.edu/ce/cceprograms.cfm>*

2. Project Description (narrative description with a maximum length of five pages)

- **SITUATION:** describe the **value and need** for the project.
- **PRIORITIES:** describe (1) **what is innovative** about the project; (2) how it **addresses the fund's purpose**; and (3) how it **relates to one or more of the 2008-09 themes**.
- **INPUTS:** describe the **roles of project leader and partners, and the resources that will be invested in the project**. Address each participant's role and contribution to the project's efforts, describing how each partner contributes to the project's success. **IMPORTANT:** Each partner must provide a letter of commitment that describes specific roles and responsibilities.
- **OUTPUTS:**
 1. **Activities:** project implementation plan, timeline, and, if applicable, likelihood of sustainability (if you think the project might obtain other funding beyond the program innovation funding cycle).
 2. **Participants:** describe the demographics and number of people the project will reach and serve.
- **OUTCOMES-IMPACTS:** Project **goals** and expected measurable **outcomes** (*short-term and medium-term*), and, if applicable, the **ultimate impacts/long term changes** (*social, economic, civic, and/or environmental*).

Note: More information on this framework can be found at <http://www.uwex.edu/ces/pdande/evaluation/evallogicmodel.html> .

3. Evaluation plan (form on website) Please use the evaluation worksheet to describe your project evaluation. The worksheet is organized into four major sections: focusing the evaluation, collecting the information, analysis and interpretation, and communicating results. The evaluation plan should describe how you will collect credible and meaningful information to document what difference the project has made.

Project collaborators are expected to use best practices in human subjects protection. For guidance in this matter, please see the UW-Extension Human Subjects Protection Web site at <http://www.uwex.edu/hsp/> or contact the chair of the UW Colleges Senate Research and Review Committee.

4. Budget Worksheet (form on website) Include a brief description for each line item on the worksheet, including other funds (if any) that will support the project. NOTE: While matching funds are not required, evidence of other financial support that leverage the program innovation funds or insure a project's sustainability

will enhance the proposal.

Special notes: (1) the Review Committee and the UW-Extension Vice Chancellor reserve the right to recommend partial funding. (2) While *new FTE* staff positions cannot be allocated to a funded project, funds can support salaries for staff working on the project. (Please note that **funding for fringe benefits should not be included** in the budget request. Funding for fringe benefit expenditures will be covered at the end of the fiscal year). (3) Project funds must be expended in FY 2008-09 (July 1, 2008 to June 30, 2009).

Deadline: Proposals (including all supporting documents) are due May 1, 2008

Submission Process: Proposals and supporting documents must be submitted in electronic format and emailed to:

 ann.keim@uwex.uwc.edu

Review Process

Submitted proposals will be circulated by the Vice Chancellor's office to the appropriate UW-Extension Deans and Directors and UW Colleges Provost for review and signature. Proposals will then be forwarded to the Program Innovation Fund Review Committee. The Review Committee is comprised of representatives from across UW-Extension and the UW Colleges. Its role is to make advisory funding recommendations to the Vice Chancellor of UW-Extension, who will make the final determination on funding. The 2008-09 Review Committee members are currently being determined.

Selection Criteria

Successful proposals will:

1. Fulfill the fund's core purposes and demonstrate our unique value to our partners;
2. Address one or more of the 2008-09 themes;
3. Show evidence of considerable need for and value of the project;
4. Represent strong and balanced involvement among the partners;
5. Be highly innovative or build on other initiatives in new and innovative ways;
6. Exhibit a high likelihood that the project can be implemented successfully within the project's funding year;
7. Include a budget that is clear and appropriate to the scope of the project;
8. Have a well-developed evaluation plan;
9. Show evidence of a shared commitment of resources with cash or in-kind contributions (matching funds are a plus, but not required);
10. Include strong documentation of why an outside consultant's services (if any) are required over our faculty and/or staff.

Other factors that **may** influence the final selection are:

1. There is evidence of ongoing sustainability (if appropriate) of the project beyond the year of the grant;
2. The funded projects *as a final group* contribute to a broad array of programming ideas;
3. The funded projects *as a final group* demonstrate broad geographical impact.

Required Reports

We are eager to learn about the valuable ways that Program Innovation Fund projects affect the lives of the people of Wisconsin. Funded projects will be required to submit the following reports on provided report forms:

1. **January 19, 2009:** A brief midyear progress report to assess progress-to-date and to determine if other non-financial assistance may be needed.
2. **August 28, 2009:** An end-of-project report which describes and evaluates the project's output and outcomes, and addresses plans for sustaining the project with ongoing continuing activities (if any).

Proposal Writer's Toolkit

Found at <http://www.uwex.edu/provost/proginnov/> unless otherwise indicated

- Call for Proposals
- Guidelines for 2008-09
- Cover Page form
- Evaluation Plan worksheet
- Budget worksheet
- Proposal Checklist
- Link to descriptions of UW-Extension's four divisions <http://www.uwex.edu/topics/programs/>
- Link to UW Colleges website <http://www.uwc.edu>
- Link to CEEC contacts <http://www.uwex.edu/ce/cceprograms.cfm>
- Timeline for 2008-09 funding cycle
- Summary of previously funded projects 1997-2008
- Link to UW-Extension Human Subjects Protection website <http://www.uwex.edu/hsp/>

For further information, please contact the Office of the Provost & Vice Chancellor, UW-Extension:

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