Theme Semester Supplemental Grants

$1,000 maximum grant award; minimum amount $250
Must be spent by June 30, 2016 (end of fiscal year 2016)

The Provost’s Office of Outreach & Engagement is providing supplemental grants to The University of Iowa departments to support Theme Semester community engagement events, activities, research, or educational opportunities. Theme Semester Supplemental Grants will be available between $250 and $1000.

Funding Cycles

The Office of Outreach & Engagement will accept applications during two funding cycles in fiscal year 2016. Applications are due by 5 p.m. on the following days:

• Thursday, September 10, 2015
• Thursday, January 7, 2016

Applicants must e-mail grant applications to outreach-engagement@uiowa.edu. Include “Theme Semester Supplemental Grant Application” in the email subject field.

What is the review process?

The Office of Outreach & Engagement has a Grant Review Committee that makes decisions on awarding funds and the level of funding. Partial funding may be awarded. If there is a conflict of interest, members will recuse themselves from the discussion and award decision.

Decisions on funding will be made within ten (10) business days of the grant application due date.

What is the selection criteria for awarding funds?

The Grant Review Committee will consider the following criteria when making its awards:

• Connection to the Just Living Theme Semester and Theme Semester goals
• Involvement of multiple campus and community partners
• Feasibility that the project will be completed by the end of the fiscal year 2016.
• Long-term sustainability of the project. Does the project provide opportunities for additional community engagement with community partners after this funded project is completed?
• Ability to show supplemental funding from on-campus departments or other funding sources, although matching funds are not required.
What is required of the applicant?

- Applicants must be a University of Iowa faculty or staff member.
  - If you are a student or community partner, you may create a proposal or project with a current University of Iowa faculty or staff member following the guidelines set forth in the Theme Semester Grant Application.
- All recipients must have a 240 funding account so that funding can be transferred. **All funds must be spent by June 30th, 2016** (end of the fiscal year 2016). Any funds not utilized will be returned to the Office of Outreach & Engagement. Expenses must be incurred during the fiscal year 2016 (July 1, 2015 – June 30, 2016).
- Grant applications must include the following information:
  - Identification of the community or campus partners that are direct partners on the project. Please be specific and include the name of departments, organizations, and businesses, including city governments, non-profit agencies, or community groups.
  - A description of how the project connects to the **Just Living Theme Semester, Theme Semester goals**, and description of the proposed scope of work to be completed (approximately 1000 words).
  - Timeline for key milestones in the project, including start and completion dates (does not need to be specific day; week or month is sufficient).
  - A project budget, including cost of materials, student participant costs (interns, research assistants), events, workshops, and source(s) of funding. The Theme Semester Grant does not cover faculty and staff salaries.
    - Include specifically how much is being requested from the Theme Semester Supplemental Grant.
    - Include how much additional proposed sources of supplemental funding have you secured.
  - Goals for the project and potential impact that the project will have on community partners and campus partners (including faculty, students, and staff).
  - A plan to assess project outcomes and deliverables once the project is completed.
- A departmental letter (DEO or Dean/Associate Dean) supporting the project is required.

If you receive a Theme Semester Grant:

- All publicity and advertising must acknowledge the Theme Semester program. Logos will be provided to grant recipients.
- Tag your activities onto the **Just Living Theme Semester UI calendar**.
  - You will be included on the Theme Semester website and social media.
- Add your campus and community partners to the website as collaborators.
- Post to #UIjustliving on social media.

A report detailing the impact of the work completed must be e-mailed to the Office of Outreach & Engagement (**outreach-engagement@uiowa.edu**) within 30 days of project completion. We anticipate awarding five (5) grants each award cycle, up to the maximum grant award of $1000. The grant minimum is $250. **Applicants may only apply for one Office of Outreach & Engagement grant per funding cycle per project.** If you are not awarded a grant during the cycle in which you applied, you may re-apply during future grant cycles.