

# Program Innovation Fund

## What is the Program Innovation Fund?

Since 1997, the Vice Chancellor of UW-Extension has administered 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. During that time, **118 projects** have been funded for a total of **\$2,105,988**. Closer examination of the partners' affiliations listed on the proposals show that proposals have been funded on the Madison and Milwaukee campuses, all 11 comprehensive campuses and 10 of the UW Colleges campuses.

Examination of these 118 projects found that over time the successful proposals have increased in the number of individuals and institutions involved in their collaborative work, generated additional revenue streams, continued and grown after the initial funding, met their goals, reported substantial program impacts and increased our understanding of and appreciation for the talents of our colleagues and community partners. Please note the changes in this Request for Proposals that build on what we have learned and advance our Strategic Priorities.

## What principles should guide the development of Proposals?

### Proposals should:

1. Address a critical state educational need.
2. Build on current cross-divisional/campus strengths and existing programs, yet illustrate the synergy and increased potential impact due to partnerships.
3. Tell a collective story that affirms the statewide networks that exist in UW-Extension and UW Colleges.
4. Aligns with and advances our Institutional Strategic Priorities.
5. Include a community partner.
6. Include or have potential to attract external funding.

## Funding Guidelines?

Approximately \$125,000 of funding is available for FY 2009-2010. 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, 2009 to June 30, 2010). If proposals require more than one year of work, writers may propose a plan and budget that could be extended for an additional year. However, the second year is not guaranteed and will be considered with the new proposals that are submitted that second year. Additional funds will be available for the development of digital Success Stories.

## Who's Eligible?

### 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
- and all proposals need to include a community partner/statewide agency or other non-UW Partner to the proposal team.

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.

## How do I create and submit my proposal?

**Proposals (including all supporting documents) are due May 1, 2009 and must be submitted as merged documents to [molly.delaney@uwex.edu](mailto:molly.delaney@uwex.edu)** For assistance in developing your proposal and building collaborative partnerships, contact Ann Keim, [ann.keim@uwex.edu](mailto:ann.keim@uwex.edu) or 608-262-2453.

## 2009-10 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:

- Increase diversity and global awareness
- Nurture entrepreneurship, business, and economic development while preserving environmental and natural resources
- Increase the capacity of Wisconsin youth, families and communities to improve the quality of life for a healthier and more vibrant Wisconsin.

### Proposals should include:

#### **1. Proposal forms: cover page, evaluation plan and budget worksheet.**

**Cover page:** 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.

**Evaluation plan:** The worksheet is organized into four major sections: focusing the evaluation, collecting the information, analysis and interpretation, and communicating results. 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.

**Budget Worksheet:** 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.

## 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 2009-2010 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. After reviewing previous proposals, the most successful ones were those that spent time on building partnerships and clearly defining 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*).

### Special notes:

(1) The Review Committee and the UW-Extension Vice Chancellor reserve the right to recommend partial funding.

(2) **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 2009-2010 (July 1, 2009 to June 30, 2010), unless funded for the second year which extends the deadline.

(4) **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>*

### What is the 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 by July 1, 2009.

### 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 2009-2010 themes;
3. Show evidence of considerable need for and value of the project;
4. Represent strong and balanced involvement among the partners, including a non-UW partner;
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 ;
10. Exhibit potential for attracting external funding.

### 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: Funded projects will be submit the following:

1. **January 19, 2010:** A brief midyear progress report to assess progress-to-date and to determine if other non-financial assistance may be needed.
2. **August 28, 2010:** 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).

### Documents found at <http://www.uwex.edu/provost/proginnov/>

- Guidelines for 2009-2010
- Proposal Forms (cover page, evaluation plan, budget form)
- 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>
- Summary of previously funded projects 1997-2009
- Link to UW-Extension Human Subjects Protection website <http://www.uwex.edu/hsp/>

**For further information**, please contact the office of the Vice Chancellor, UW-Extension:

Molly Delaney, Executive Staff Assistant, [Molly.delaney@uwex.edu](mailto:Molly.delaney@uwex.edu) (608-262-6151)

**For consultation** during the development of your proposals, please contact:

Ann Keim [ann.keim@uwex.edu](mailto:ann.keim@uwex.edu) (608)-262-2453