



## *2017-2018 Collaboration Grants: Better Together*

### **Information Sheet**

#### **Overview and Purpose**

Colleges of the Fenway, founded in 1996, is a collaborative effort of six neighboring Boston-based colleges in the Fenway area. This collaboration was created to add value to student academic and social life while seeking innovative methods of investing in new services and containing the costs of higher education. Through generous contributions from our 20th Anniversary sponsors, we've established the COF Collaboration Grants. These grants will provide seed funding to COF students in an effort to strengthen campus cross-collaboration, spark creativity, encourage student learning, build community, and explore student trends.

The Collaboration Grant offers an opportunity for COF students to submit proposals for funding up to a maximum of **\$1,000**.

#### **Defining Innovation**

The objective of this grant program is to open the doors to new collaborative and innovative ideas, products, and methods as well as increase the impact of already existing activities and programs. The COF Collaboration Grants are meant to assist you in your exploration of expanding what we do now to what we can be doing for our future.

#### **Evaluation Criteria**

Submitted proposals will be reviewed by the COF Collaboration Grant Committee. This group is made up of faculty and/or staff representing all six COF schools and multiple disciplinary areas.

Successful proposals will include the following:

- Proposal should clearly demonstrate cross-collaboration between colleges. Teams must be comprised of current students from at least three (3) different COF schools.
  - Teams must have a current faculty/staff advisor. Advisor is eligible for \$250 stipend.
- Proposal should include one of the following COF Strategic Focus areas:
  - Innovative, Shared Academic Programming (i.e. improving cross-registration, new majors, minors, certificates)
  - Define and Communicate the COF Identity (i.e. COF swag, new technology, new marketing, website improvements, app ideas)
  - Increase Resource Efficiencies (i.e. ways to save money, time, or resources)
  - Enhancing the Shared Student Experience (i.e. joint clubs, expanding student access, new initiatives, ways to address national trends or issues)
- The proposal must highlight the effectiveness of the outcome and forecast how it will enhance the student experience.

## Timeline

<b>2017 – 2018 Important Deadlines</b>	
<b>Spring 2018 Projects</b>	
Submission Deadline (by 5:00PM)	November 17, 2017
Review Process	November 20 – 29, 2017
Awards Announced	December 1, 2017
Project Completion Deadline	March 28, 2018
Spring 2018 Symposium	April 4, 2018
<b>Fall 2018 Projects</b>	
Submission Deadline (by 5:00PM)	March 23, 2018
Review Process	March 26 – April 2, 2018
Awards Announced @ Symposium	April 4, 2018
Project Completion Deadline	November 1, 2018
Fall 2018 Symposium	November 8, 2018

*\*Late submissions will not be accepted*

## Submission Process

The submission process is meant to be efficient and purposeful, therefore we ask that you follow the instructions closely.

- Download the COF Collaboration Grant **Proposal** Form
- Download the COF Collaboration Grant **Support** Form

### *COF Collaboration Grant Proposal Form*

The COF Collaboration Grant Proposal Form explains to the committee the importance of your proposed idea, product, or method. It will include:

- Title of Project or Initiative
- Project/Initiative Description/Relevance
- Contact Information
- Collaboration/Partnership Information
- Timeline
- Budget

### *COF Collaboration Grant Support Form*

The COF Collaboration Grant Support Form should be completed by at least one (1) staff or faculty sponsor, **preferably the selected ‘advisor’**, who can show support for the initiative as well as the participants. This letter should instill confidence in the committee that the individuals involved have the motivation, education, support, and background to make an effective effort toward their proposed idea, program, or method.

Both the COF Collaboration Proposal Form and COF Collaboration Grant Support Form should be submitted together via email to [cofadmin@colleges-fenway.org](mailto:cofadmin@colleges-fenway.org). Questions? Tasha Baclawski, [TBaclawski@colleges-fenway.org](mailto:TBaclawski@colleges-fenway.org)



## ***COF Collaboration Grant Proposal Form***

*Please complete the fields below by typing directly into the form. Use "Save As" to save an electronic copy. Answers should be completed using Times New Roman, size 11 font, single spaced.*

**Student Participants** *(Note: first line should be the primary student contact)*

**Reminder:** *Teams must be comprised of current students from at least three (3) different COF schools. (add additional members on a separate sheet of paper)*

Name	College Email	Primary Phone	COF School

**Staff/Faculty Support**

**Reminder:** *Advisors are expected to take an active role in working with your team.*

Name	College Email	Discipline/Department	COF School

**Project Details**

**Title of Project or Initiative:** Please provide a creative yet illustrative title for your initiative. (limit to one line)

**Project/Initiative Description/Relevance:** Provide background and analysis of the issue and the problem to be addressed. How will the proposed project/initiative help address the issue? What are the overall goals and objectives of the project/initiative? How will the goals be assessed? (limit to 750 words)

**Collaboration/Partnership:** Please describe how you will collaborate on this project/initiative and how your project/initiative will enhance the COF collaboration and overall student experience. (limit to 500 words)

**Timeline:** Provide a project timeline with expected activities and outcomes - both short and/or long-term. How will the project be implemented during the various phases? How will this project/initiative be sustained after the first year? What challenges do you anticipate and how will you address them?

**Budget:** Provide a line item budget in U.S. dollars giving the specific expenses related to your project with a short narrative description for each line item. (i.e. travel expenses, program expenses, capital equipment, research expenses, marketing, technological support, etc.) Feel free to add more line items if necessary

Budget Category	Description	Amount
Advisor Stipend		
Equipment		
Food		
Mailing/Postage/Shipping		
Printing/Marketing		
Supplies		
Transportation/Travel		
Other		
<b>Total</b>		

*Note: The Collaboration Grant offers an opportunity for COF students to submit proposals for funding up to a maximum of \$1,000. This \$1,000 does include the \$250 stipend for your advisor. The advisor can waive the payment in an effort to provide more funding toward your proposed idea, project, or method. Advisors receiving the \$250 stipend will be asked to complete a W-9.*

My advisor is willing to waive the \$250 payment:       Yes  No

Are you currently receiving additional funding for this initiative on any home campus:       Yes  No

Are you currently receiving academic credit for this initiative on any home campus:       Yes  No

### **Assessment Post-Project**

Teams are asked to write a short self-assessment describing what worked/did not work, next steps (if any), and impact on the collaboration. Including photos or participant quotes if relevant. More information will be provided at the conclusion of the proposed project.

All teams will participate in a post-project symposium, interview, reflection, and/or video to be used on COF website, social media, newsletter, etc. and shared with program sponsors. Projects completed in the Spring 2018 semester must be prepared to present at the April 4, 2018 symposium. Longer-term projects must be completed by November 1, 2018 and be prepared to present at the November 8, 2018 symposium.

*We'd like to thank the following vendors for their financial support of the student collaboration mini-grants:*

***ARAMARK, Bon Appetit, Chartwells, Fred C. Church, FIA, PSG Staffing, Sodexo, and University Health Plans.***



## *COF Collaboration Grant Support Form Cover Sheet*

*Please complete the fields below by typing directly into the form. Use “Save As” to save an electronic copy. Answers should be completed using Times New Roman, size 11 font, single spaced, and should not exceed one page. Letters of Support should be on official college letterhead and then scanned into an email with this cover sheet accompanying the attachment.*

The COF Collaboration Grant Support Form should be completed by at least one (1) staff or faculty sponsor, ***preferably the selected ‘advisor’***, who can show support for the initiative as well as the participants. This letter should instill confidence in the committee that the individuals involved have the motivation, education, support, and background to make an effective effort toward their proposed idea, program, or method.

Title of Project or Initiative	
Primary Student Contact Name	
Staff/Faculty Advisor to Project	

Supporter (your name)	
Institution (your institution)	