

University Library Outreach and Engagement Committee (OEC) Funding: Request for Proposals

Through the Library's Outreach and Engagement funding opportunity, the Library embodies the University's land grant values and strengthens its commitment to Strategic Direction No. 3: Societal and global impact. Proposals will be reviewed on a rolling basis, and provide funding for up to \$500 per event, up to a maximum of \$500 per person per fiscal year to be used for outreach and engagement activities. The Outreach and Engagement Committee (OEC) will review proposals based on the attached rubric until all allocated funds have been awarded and advance recommendations to the University Librarian. Should an OEC member submit a proposal, that person will recuse themselves from the review process.

Purpose of the OEC Funding:

1. To allow for more outreach and engagement activities per year, and to provide for the possibility of larger or more costly events.
2. To foster the development of collaborative, change-oriented projects that advance community research, learning experiences, and societal well-being.
3. To advance the Library as a place of convergence and inclusivity for programs that illuminate and address real world issues.

Eligibility:

Funding is available to full-time Library faculty and staff. Collaboration is encouraged, projects that demonstrate evidence of consultation and/or collaboration across Library departments or campus will be scored higher. A brief report must be received by the Committee within 90 days of project completion. Project contacts who do not submit a report may not be eligible for future grant awards.

Application Requirements:

To apply, you will need:

- Project title
- Applicant information (names, affiliations, and emails)
- 2 page project narrative
- 1 page budget

Complete the [application form](https://forms.illinois.edu/sec/1589759270) online (<https://forms.illinois.edu/sec/1589759270>).

Project Narrative

Project Narratives should be no more than 2 pages, single-spaced Times New Roman 11 pt font size with 1-inch margins, and include the following sections:

1. *Statement of Purpose:* for the proposed project, include how it addresses a complex issue within one or more of the [Library's four Strategic Directions](#), the public need being addressed, and how your interdisciplinary collaboration enhances a path forward.
2. *Research/Project Plan:* for the proposed project, identify the outreach and engagement goals and objectives of the work and how they support the Library's mission. Discuss project methods and expected outcomes. Please explain your team's plans for sustainability beyond the terms of the funding if applicable, e.g. through continued collaboration, additional funding, sustained program delivery, and/or advancing best practices for public engagement and outreach.
3. *Dissemination and Adoption Plan:* Identify outreach methods and modes of delivery to public audiences in as much detail as possible, including the target audience(s) or public participants, expected reach, probability of adoption, and feasibility; Dissemination/adoption plans should provide justification that outreach methods are appropriate for the target audience(s) and outcomes.
4. *Evaluation Plan:* Identify metrics and methods to assess the proposed project's targeted outcomes, process, and/or impact.
5. *Collaboration Plan:* Identify roles of each member of the proposed team and how this collaboration will be impactful towards developing a solution for the issue(s) presented in the statement of purpose. Include an action plan (charts/tables allowed) that explains team member roles and responsibilities, deliverables, and project timeline that describes or charts completion of the proposed work. Provide evidence of consultation with proposed project partners and units (i.e., if your proposal includes software or hardware, please consult IT and provide a letter from the Director).