

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

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. *Brief project Description:* for the proposed project, please include how it supports one or more of the [Library's four Strategic Directions](#), project goals and outcomes, an implementation plan, and project sustainability.
2. *Intended audience:* Please identify your intended audience and/or stakeholders, and how this project will reach them.
3. *Evaluation Plan:* Identify metrics and methods to assess the proposed project's targeted outcomes, process, and/or impact.
4. *Collaboration Plan:* Identify project team members and major responsibilities. 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).

Commented [HMI]: Recommend we link to these.