2019 Fall
Request for Proposals for
Seed Funding

Information

Welcome to the Agnese Nelms Haury Program in Environment and Social Justice (Haury Program) request for proposals for seed funding and its new format. Please read this request for the revised format proposals thoroughly as the submittal process has changed substantially. We’ve listened to previous applicants and our reviewers to modify the submittal process to a web form application and two supporting files that will need to be uploaded into the web form. We hope this simplified webform submittal encourages your ideas and proposals.

The Haury Program is pleased to request proposals for seed funding. Funding of up to a total of $100,000/year for not more than two years is available for selected projects in fall 2019. This call for proposals has two main themes. Proposers should keep in mind one or both of these framing questions as they prepare their proposal:

- What will a socially just and sustainable Southwest look like in 25 years?
- How does your work move the needle in building the stronger, more sustainable social fabric?

The Haury Program will determine the total number and dollar amounts of individual awards through a competitive review and selection process. The Haury Program expects to fund 2-3 two-year projects.

The funding opportunities occur through the University of Arizona Foundation (UAF) as charitable grants.

In order for your proposal to be considered it must be relevant to the Haury Program’s mission and goals and lie within the areas funded by the Haury Program. These are described below.

What is the Agnese Nelms Haury Program in Environment and Social Justice? What areas does the Haury Program fund?

The Haury Program was established at the University of Arizona (UA) in 2014 to invest its funding in programs, projects and people working to create a safe, just and sustainable space for all humanity. We currently focus primarily on work in the Southwest region, including Arizona, border lands and northern Mexico, and expect that this immediate focus will develop programs that work toward longer-term impact and systemic change in this regional community and models for programs that may have value in other regions nationally and internationally.

Our program funds work that improves social justice (justice regarding the distribution of financial, social, political and human capital, opportunities, and privileges within a society) while simultaneously addressing environmental sustainability (such as climate change, pollution, natural resource degradation, and loss of biodiversity). For example, funded Haury Program projects include increasing Indigenous peoples communities’ resilience to climate change, improving equity in solar access in financially stressed neighborhoods, working to alleviate food injustice in underserved neighborhoods, and reclaiming agency and community wellness in minority neighborhoods. For a complete list of the seed grants awarded previously, visit the Haury Program website at https://www.haury.arizona.edu.
What are the mission and goals of the Haury Program?

The mission of the Haury Program is to promote community and university partnerships to create a just and sustainable society.

The goals of the Haury Program are:

- To improve the lives of underserved and underrepresented groups, especially Indigenous and Hispanic populations of the Southwest.
- To create communities that are resilient in the face of environmental and social justice challenges.
- To create change makers in research, education and grassroots communities.
- To create solutions for a changing world that are innovative, entrepreneurial, scalable, and disseminated in an inclusive way.
- To make a global impact through partnerships and by making the Southwest a hub of innovative ideas that result in environmental solutions and social transformation.

All grant projects must include both University of Arizona and community collaborators. These partnerships are expected to be authentic collaborations focused on tangible and measurable community needs, while benefiting from the knowledge of communities and research from UA.

Definitions

**Seed charitable grants**: Seed charitable grants are one-time or well-defined prototype or model projects for completion within 2 years, resulting in data, tangible on the ground actions and recommendations to support the longer-term efforts for systemic change. These projects may or may not continue beyond the granting period, but must produce evidence based results within the funding period with a plan to disseminate and build upon the work through policy change, partnerships or sustainable programs. Seed charitable grants fund new projects, new components of ongoing programs, or modify successful programs from other communities and transfer them to the Southwest. Projects should focus on addressing work toward systemic change rather than funding stop-gap responses to environmental and social justice challenges. The teams must include UA and community members with comparable contributions and receipt of comparable funding from the grant.

Those proposing can apply for funds up to $100,000 per year for up to two years. The Haury Program typically funds 2 to 3 seed grant proposals per grant cycle. Awards have ranged from $25,000 for a one-year project to $102,550 for a two-year project.

**Community partners**: Non-UA entities such as organizations working with underserved communities, school districts in underserved communities, Tribal nations, and other marginalized, underserved or underrepresented communities. Community colleges and school districts are also considered community partners.

If your project proposal includes partnering with American Indian tribes and nations, we recommend to contact The Native Peoples Technical Assistance Office (NPTAO, [https://nptao.arizona.edu/about-nptao-rdi](https://nptao.arizona.edu/about-nptao-rdi)). NPTAO serves as a liaison for Native Affairs at UA Research, Discovery & Innovation (RDI) and provides technical assistance to UA members and their partners seeking to conduct collaborative research or educational engagements with Native Nations/Indigenous communities.

**Government partners**: The Haury Program encourages additional partnerships with US federal, state, and local municipal (non-Tribal) governments programs and agencies. However, government partnerships without both UA and nonprofit partners do not qualify for funding and the government partner may not be a project lead nor receive direct funding. Please contact the Haury Program at
haury@email.arizona.edu to learn about funding criteria if you are considering directing any funds to US federal, state or local government (non-Tribal) agencies.

**Southwest:** For purposes of this RFP, “Southwest” includes the state of Arizona, the Arizona-Mexico borderlands, and northern Mexico.

**Authentic partnerships:** Partnering is the foundation for the work of the Haury Program. The Haury Program uses several indicators to determine the authenticity for partnerships such as:

- Is there evidence that the project is initiated and driven by community priorities as established by the community members;
- Do main partners (UA and community) receive similar amounts of the total funding;
- Do primary partners participate in all aspects of the project or contribute substantively to critical components including co-management and direction;
- Are members of the community substantively involved in the project in all phases; and
- Do the outcomes directly and immediately benefit the community as well as provide educational and research opportunities to UA personnel, that is: is this more than only a research project in that it provides tangible results and opportunities to contribute to systemic community change?

**Project co-leaders:** Primary partners who are involved in all phases of the project and engage in project and team management including budgeting, documenting and communicating project advances and changes, receive equivalent funding and are expected to invest considerable time in the execution of the project. Must include at least one partner from both the UA and the community.

**Secondary Partners:** Partner which has significant participation in the project but does not serve a leading role or has a limited, defined purpose or time on the project.

**Other collaborators:** An organization or person who serves a limited, specific, minor role on the project with respect to management, time and funding.

**Who is eligible to apply for these grants?**

Proposals for seed funding must include both UA and community partners and activities. UA and community partners designate co-leads. Either a UA group or a community organization (see definition for payment purposes) can take the lead in submitting the proposal. A faculty or staff member must be the lead within the UA group.

Both parties can receive direct payments for their work in accordance with requirements as follows:

**UA primary partner:** The Haury Program transfers funds from University of Arizona Foundation (UAF) to faculty researchers or staff UAF departmental gift accounts. The recipient can transfer funds from UAF gift account to UA departmental account.

**Community organization primary partner:** The Haury Program generally pays community organizations by check. The organization must be one of the following to receive funds from UAF: nonprofit or nongovernmental organizations (IRS code: 501(c)(3)), public school district, Tribal nation, Tribal College, community college, not-for-profit university or college. Eligible organizational entities may represent non-profit organizations, schools (teachers, students), neighborhood groups, indigenous peoples, grass root coalitions, etc.
US Government additional partner: Some grants may benefit by also including a government partner. Please contact the Haury Program at haury@email.arizona.edu to learn about funding criteria if you are considering directing any funds to US federal, state or local government (non-Tribal) agencies.

What does the Haury Program NOT fund?
Haury Program seed grant funding does not fund:
- Capital improvements or building or capital campaigns;
- Ongoing operational funding for existing programs or projects;
- Direct donations or grants to individuals;
- Grants for the main purpose to plan future work;
- Political campaigns and legislative lobbying efforts; or
- Projects that exclusively serve religious purposes.

Funding dates
The funding start date for fall 2019 seed charitable grants is January 2020. Seed charitable grants will run from January 2020 through December 2020 for a one-year project or through December 2021 for a two-year project. Funding allocation for year two of a two-year project is based on demonstrated progress during the first year.

What are the funding allotments and how can the funds be used?
Funds may be used for salaries and benefits, materials and supplies, travel, equipment. Up to 12% of the funds allotted to an organization’s entire budget may be used for administration of the project, i.e., project manager’s salary. UA and community partner may each take 12% for this purpose. Managers and other workers’ salaries are expected to be primarily for performance of project operations. Indirect costs may also be taken by non-UA partners. This amount is the federally approved rate or up to 10% of direct costs for non-UA partners.

No funding match is required but leveraging of Haury Program funding is encouraged. If the proposal claims leveraged funds are part of the project, they must be guaranteed by the external funder at the time of the grant submittal.

The University of Arizona Foundation (UAF) will disburse funds to the charitable grant recipients in accordance with Haury Program standard operating procedures and UAF requirements. Funds are directed to the University of Arizona partners (UA programs, centers, departments, schools or colleges) through UAF and UA accounts. We expect that funds for community organizations (501(c)(3) organizations) will be allocated directly from UAF to the lead non-profit entity on the project. Details will be provided to charitable grant recipients in the award letter.

Continued funding for multi-year grants will be contingent upon demonstrated progress at the end of each year; poor progress may result in reduced budget in subsequent years or termination of funding.

The Haury Program strongly encourages opportunities for UA students and young faculty in all projects it funds. While students cannot be the partner lead on a project proposal, the Haury Program encourages substantive opportunities and participation for students in projects.
**Special requirements for University of Arizona Partners**

These proposals and projects are NOT subject to UA Sponsored Projects review or processing. Grantees must comply with all UA and federal requirements for human subjects’ research.

**Tips on Proposal Construction**

- The proposal project schedule should be constructed with sufficient time for business related purposes such as setting up initial financial accounts, human subjects protection program approval if needed, development of memorandum of understanding if needed, coordination of activities with partners and community members, and time to coordinate events/outreach with the Haury Program.
- While the Haury Program will fund seed grants of one-year duration, Haury Program staff recommends proposals with a two-year duration in order to have the greatest opportunity for a successful project and sustained project impact after the award term.

**What are the proposal requirements?**

**Proposal due date**

Proposals are due on October 31, 2019, at 5:00 pm local Tucson time. Proposals received after this date/time will not be considered. The Haury Program will open another opportunity for seed charitable grants in spring 2020 for funding starts in July 2020.

**Lead organization**

Projects may have multiple partners, but one primary UA member (faculty, post-doc or staff) and one primary community organization (defined above) co-lead the project. Co-leads are active participants in the project although daily management may be the responsibility of the project manager.

**Proposal content and how to apply**

The proposal content and instructions on how to apply can be found in a separate document titled Seed Grant Application on the Haury Program website [https://www.haury.arizona.edu/grant-opportunities-fall-2019](https://www.haury.arizona.edu/grant-opportunities-fall-2019).

**How are proposals evaluated?**

Proposals are ineligible for consideration and will be rejected for any one of the following:

- Missed submission deadline;
- Incorrect submission method – not using the web form application process;
- Missing or incomplete proposal components, including not uploading the two attachments described in the Seed Grant Application document.

If a proposal is rejected for any of the above reasons, the Haury Program notifies the lead after the proposal deadline. Proposals meeting the above criteria undergo a formal review process.

1. Initial review
   The Haury Program reviews proposals to determine whether they comply with the following programmatic criteria:
Advances the Haury Program’s mission and goals and lies within the areas funded by the Haury Program;

Supports the Haury Program mission to promote community and university partnerships to create a just and sustainable society;

Includes substantive, complementary participation by University of Arizona and community partners; and

Clearly identifies the activities and partner roles to meet the stated outcomes of the project.

2. Review panel evaluation

Review panels convene to consider the proposals. Panels consist of representatives from UA and the larger community, including non-profit organizations and government. The review panels recommend projects for funding and these recommendations are sent to the Haury Program Donor Advised Fund (DAF) Board, which resides in the University of Arizona Foundation (UAF). The UAF makes final funding recommendations.

The review panel judges the proposals that pass the initial review according to the following general criteria:

- Project merit, including activities (Project Roadmap), budget and schedule
- Strength of team
- Project impact

For detail about these categories, which may help in your proposal writing, see the appendix at the end of the RFP.

3. Funding evaluation

The Haury Program staff contribute commentary regarding strategic goals and in light of the portfolio of the Haury Program. The panel recommendations and this commentary are presented to DAF Board which then provides final recommendations to UAF. The Haury Program notifies all applicants regarding the selection and provides feedback from the review to each applicant team.

Electronic delivery

All proposals must be submitted using the fillable web form on the Haury Grant Opportunities webpage https://www.haury.arizona.edu/grant-opportunities-fall-2019. The form must be filled out completely and the two attachments uploaded. The maximum file size that can be uploaded is 50 MB.

Once the proposal has been submitted, the submitter will receive a confirmation email. If the submitter does not get a confirmation email, please email haury@email.arizona.edu prior to the submittal deadline.

For information on delivering proposals or for questions:

- Information about the RFP:

  Two pre-proposal meetings are offered:

<p>| Pre-proposal Meeting I- General RFP Discussion - Discussion of grant opportunities and application requirements. Please read through RFPs prior to attending. No RSVP required | Sept. 19, 2019, 3:30 to 4:30 pm |
| | Eckstrom-Columbus Library |
| | 4350 E. 22nd St., Tucson, AZ 85711 |</p>
<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
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<tbody>
<tr>
<td>RFP Announcement</td>
<td>September 3, 2019</td>
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<tr>
<td>Pre-proposal meeting I –</td>
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<tr>
<td>General RFP discussion</td>
<td>Sept. 19, 2019, 3:30 to 4:30 pm</td>
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<td>4350 E. 22nd St., Tucson, AZ 85711</td>
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<td>Pre-proposal meeting II –</td>
<td>October 11, 2019, 10:30 am to noon</td>
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<td>Tools for Project Success</td>
<td>Woods Memorial Library</td>
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<td>3455 N. First Ave., Tucson, AZ 85719</td>
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<td>Submittal Deadline</td>
<td>October 31, 2019, 5:00 pm (local time)</td>
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<tr>
<td>Announcement of Awards</td>
<td>Starting week of December 16, 2019</td>
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<tr>
<td>Contracting with Awardees</td>
<td>Starting December 16, 2019 to January 2, 2020</td>
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<td>Funds Available</td>
<td>Starting January 2, 2020</td>
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**Honesty, Transparency, Effectiveness, Economy and Efficiency**

An obligation of this program is to manage the available financial resources with transparency, efficiency, effectiveness, economy and honesty, to meet the objectives for which they are intended. Beneficiaries must observe these principles as well, managing funds that are granted to them for the
proper performance of the purposes. To do so, they must submit reports on the terms set out in the Agreement between the Haury Program and grantees. Any breach of these principles shall be cause for cancellation of the support.

**Equity and Non-Discrimination**

The recipients of Haury Program charitable grants are selected through competitive, efficient, equitable, transparent and public procedures based on merit and quality; charitable grants that are awarded are subject to processes of evaluation, selection, formalization and follow-up, in terms of the regulatory framework that corresponds to each program, therefore, the Haury Program in the allocation of resources to beneficiaries, is obligated not to discriminate the proponents for any reason or social status.

**Interpretation and Unforeseen Issues**

The interpretation of this call and issues not covered herein will be resolved by the Haury Program, and its resolutions will be final.

**Miscellaneous**

The Haury Program does not provide office space or other facilities or equipment for grantees. All support, equipment and facilities must be provided by grantee and/or included in the budget.

The Haury Program reserves the right to forgo or postpone funding.

**Frequently Asked Questions**

Please email your questions to haury@email.arizona.edu. We will post answers to all questions on the frequently asked questions (FAQs) link on the website at http://www.haury.arizona.edu/faq-page.
Appendix

What do review panels look for in proposals – how do you make your proposal stronger?

- Project merit (Roadmap, Budget, Schedule)
  - Demonstration that the project is building upon or referencing previous work for biggest and sustainable impact;
  - Well-defined roadmap for the project including justification for expected outcomes and impact;
  - Match of budget to outcomes;
  - Capability of project management; and
  - Well-conceived schedule.

- Strength of University-Community Team
  - Clear statement of all work to be performed as part of the project including responsibilities, roles and capabilities of community and University partners as well as expected outcomes;
  - Demonstration of authenticity of the team;
  - Opportunities for UA students and younger UA faculty and staff to engage in the project and community;
  - Opportunities for development of diverse and inclusive young leaders in community and university (impacts sustainability also).

- Project Impact
  - Referring back to the framing questions: Potential impact of the project to contribute to solutions to problems within the path to transformational changes to achieve a just and sustainable community, provide actions within the community and potential to provide lessons/models for other communities, or provide information and activities that can support policy improvements;
  - Dissemination of action and knowledge: what will come of this project, what significant tangible product occurs in the community, how might it advance research efforts, and how will others learn of the accomplishment; and
  - Sustainability of the project/program/opportunity/collaborations after the grant term or an exit strategy (examples of how sustainability might occur: work fits into larger/longer-term plan for transformational change, replication or scalability potential, adoption by others, sustained service, connections within larger efforts and institutions, leveraging to other funding, capacity building).

What are the general reporting and outreach requirements for successful proposals?

- Attend semi-annual meetings with the Haury Program with main project partners (video conferencing is acceptable);
- Notice the Haury Program prior to project related public events, professional presentations, media events, etc.—with ample time to publicize and/or attend activities;
- Submit progress reports as required by the Haury Program (these are annual reports that include narrative and financial information);
- Submit a final report (including program evaluation, final costs aligned to original proposal, summary of work, graphics, videos and photos, continued or proposed follow-on work);
- At completion of award, submit a stand-alone document on best practices for the project including
 lessons learned (both operational and partnering activities) during the project for the Haury Program on-line tool kit Resource;

- Participate in future evaluation of the project initiated under the grant*;
- Other requirements as specified in the award letter; and
- Participate fully in the Haury Program network by attending sponsored events and professional development opportunities.

*The Haury Program is dedicated to ongoing evaluation of programming and projects to assess sustainability and transformational success of the Program, in order to be able to share lessons learned from projects, and to potentially continue to advance successful program and projects. In addition to the program evaluation required in the grantee’s final report, which provides evaluation of short-term success of the specific project, the Haury Program conducts evaluations up to five years post-completion for various projects. As a condition of acceptance of Haury Program funding, your team agrees to participate in a future evaluation of the work completed under the grant. In consultation with grantees, the Program determines the time frame (usually no fewer than two years post-completion) and specifics of the evaluation. The Haury Program compensates grantees for participation in this post-completion evaluation in accordance with the degree of their participation.