



POSNER CENTER

INTERNATIONAL COLLABORATION FUND

REQUEST FOR PROPOSALS

Proposal Format

Please submit your responses to the questions below in one of the following formats:

- **Written:** Respond to the questions below in a maximum of 5 pages, handwritten or typed. Feel free to reuse responses/applications to other grantors if you are submitting the same project. Submit via email to lauren@posnercenter.org by March 15, 2022 at 8:00am MST.
- **Discussion/Phone Call:** Schedule a discussion over Zoom, WhatsApp, or another platform for the week of March 7, 2022 to share your responses to the questions below with the Posner team. A link will be provided to those invited to submit a proposal.
- **Pre-Recording:** Submit a pre-recorded video or voice message answering your responses to the below questions to lauren@posnercenter.org by March 15, 2022 at 8:00am MST.
- **Other ideas?** Contact the Program Director at lauren@posnercenter.org or +1-608-219-3566 (call/text/WhatsApp).

Questions to Address

1. **General:**
 - a. Title of proposal
 - b. Lead organization, primary contact name(s), and email address(s)
 - c. Partner organization(s), primary contact name(s), and email address(s) for all involved organizations
2. **Overview and Problem Statement:** Provide a brief overview of the project and the need(s) it seeks to address. If you do not yet have evidence for the specific need(s), state how you will identify them. You can copy and paste this from your idea submission or add more information.
3. **Evidence-based Best Practice:** Please share how the community being impacted (where the work will be done) selected the project activities, approach, and outcome. What evidence do you have that this approach will work?
4. **Project Plan:** List your goals, objectives, metrics, and activities for the project.
 - a. Goals: high-level statements about what the project seeks to accomplish
 - b. Objectives: contribute towards achieving a goal. They are specific, measurable, attainable, realistic, and time-bound
 - c. Metrics: how you will measure the success of each objective (i.e. improved test scores, behavioral change, course completion, etc.)

- d. Activities: what you're doing
5. **Measurability:** Describe your plan for measuring the project's impact, noting metrics outlined in Question 4.
 6. **Timeline:** Share the timeline for implementation organized by key milestones. Please note that projects can propose an overall timeframe of 12, 18, or 24 months, but should have key activities, outcomes, and milestones within the first 12 months.
 7. **Collaboration & Alignment:** Collaboration is key to addressing this challenge. Partners are committed to the collaborative process as a key vehicle for achieving shared aims. There is clear alignment between project goals and the partner organizations' missions. Please answer the following questions with that in mind:
 - a. Why is collaboration necessary for this effort?
 - b. What will each partner bring to the effort? What will each partner gain from this effort?
 - c. How are partners thinking about the collaborative process at this point? *(i.e. Are there any challenges you are working to mitigate? Strengths you are looking to build upon? Resources or support you would like from other grantees or the Posner Center?)*
 8. **Sustainability:** Assuming this project is a success, what does the future of the project look like beyond the grant period? What does the relationship between partners look like? If you don't yet know, how will you find out throughout the project?

Attachments:

9. Attachment 1: Requested amount and budget showing how you are planning to spend the money.
10. Attachment 2: A copy of the lead organization's 501(c)(3) determination letter.

Timetable and Review Process

Proposals are due by **March 15th at 8:00am MST**. See the “Proposal Formats” section above for how to submit your selected format.

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| Idea Submissions Due | February 8, 2022 8am MST |
| Invitation for Full Proposals | February 15, 2022 |
| Full Proposals Due | March 15, 2022 8am MST |
| ICF Review Committee | March 18, 2022 |
| Notification of Awards | April 2022 |
| Power & Historical Analysis | April 2022 |

Reporting and Communications

ICF grant recipients are subject to the following requirements during and following the conclusion of the grant period:

- Attendance and participation in a grantee launch meeting, and Power & Historical Analysis held in April 2022
- Submission of a mid-term report and/or mid-term meeting with Posner Center staff
- Submission of a final report and expense summary
- Submission of photos, creation of or provision of content for a minimum of one blog post, and other multimedia to support Posner’s promotion of ICF and collaborating organizations
- If requested, lead a presentation about this project to the Posner Center community through the Annual Symposium or other format