

Partnership Grants Program Overview

[The Center for Community Engagement](#) offers quarterly partnership grant funding to support projects that strengthen partnerships between San Francisco Bay Area communities and UCSF partners to address health and healthcare inequities. All grants are intended to fund partnership projects and programs where community-based organizations and UCSF affiliates work together.

This program represents an investment in university-community partnerships. Grant monies will be awarded to projects that focus on promoting health parity and equity through service learning. Service learning is defined in *Creating Community-Responsive Physicians: Concepts and Models for Service-Learning in Medical Education* as a structured learning experience that combines community service with explicit learning objectives, preparation, and reflection (Seifer, et al., 2000). Learners engaged in service-learning are expected not only to provide direct community service but also to learn about the context in which the service is provided, the connection between the service and their academic coursework and their roles as citizens. Learners can be affiliated with UCSF or the community.

Grant Opportunities

Our current grant opportunities for the 2019 Academic Calendar include quarterly service learning grants administered through the CCE in the amount of \$2500. The cycle is winter, 2019 thru winter, 2020. A call for proposals will become available for applicants the quarter prior, on the first day of instruction with one month to submit:

Quarter	Applications due	Awardees notified	Funding date	Timeline for work	Reporting deadline
Winter, 2019	11/16/18	12/14/18	12/20/18	1/1 – 3/31/19	6/15/19
Spring, 2019	<i>Summer Explore Funding</i> Available thru Inquiry Funding Office				
Summer, 2019					
Fall, 2019	TBD	TBD	TBD	TBD	TBD

All grant applications will be reviewed and scored by the Service Learning Working Group, a subset of members from our [CCE Council](#).

Who Can Apply?

To qualify for a grant, all projects must be conducted by partnerships that include at least one eligible community organization and at least one eligible UCSF academic partner as defined below. If you do not have a community or academic partner, please be in contact with the CCE prior to submission for assistance with linkages. Please note, linkage to community partners *is not guaranteed* through this method.

Eligible community partners are government agencies (such as the San Francisco Department of Public Health, the San Francisco Unified School District as well as individual schools), and non-profits, having 501(c) 3 (504) or 170(c) 1 tax-exempt IRS status including:

- Health, social service, and other community –based organizations;
- Faith-based organizations;
- Primary and secondary schools; and,
- Voluntary associations, civic and citizen groups

Eligible UCSF academic partners include:

- Faculty
- Learners/trainees: students, residents, post docs, fellows
- Clinical and professional staff, especially those engaged in professional development programs (Diversity Training, Leadership Forum, et al.)

Partnerships may include partners from multiple departments; inter-professional (collaboration between Schools of Dentistry, Medicine, Nursing, Pharmacy and the Graduate Division) projects are encouraged to apply. Previous applicants and awardees are encouraged to apply. *Learner participation must be in conjunction with at least one faculty member.*

Funding Restrictions

Funds **may not** be used for:

- Capital expenditures;
- Debt reduction;
- Entertainment; (excluding modest meeting related expenses, such as light refreshments)
- Indirect expenses that cannot be directly tied to the project;
- Lobbying;
- Projects conducted outside of the 9 Bay Area Counties; and,
- Reimbursement solely for patient care or clinical service delivery. These services may be reimbursed if they are a direct and necessary component of the broader project.

Informational Workshops

Applicants are invited to view the informational video. This video will clearly describe the program, service learning, explain the application process, and answer any questions. The informational video is not mandatory but strongly encouraged, please contact us at partnerships@ucsf.edu for more information, or return to our website for updates as the quarter progresses.

Application Guidelines

Proposal narratives should be a maximum of five pages. The page limit does NOT include the project elements, budget information, and project timeline (see below for more information about the project narrative). Please use standard one-inch margins and 12-point font. The partnership name and primary partners (community and university partners) should be included in the footer of each page.

Project Elements

The proposal should include the following information:

Proposal Cover Page

Please include the name of the project, primary community and university partners involved with contact information for each, anticipated number of learners participating in the project (from each school if applicable), and course number if applicable. For projects to be completed as part of UCSF academic curricula please indicate if the curriculum is elective or required.

Project Abstract

The abstract should be a 250-word maximum description of the project, including a description of the service to be performed by UCSF learners, how the service benefits the community and enhances the learners' academic coursework.

Course or Curriculum Description and Syllabus (if applicable)

Please include the course/curriculum description and syllabus if the partnership project is to be performed as part of a UCSF class. Be sure to note how service and reflection are built into the curriculum.

Project Narrative

The narrative should include the following information:

Partnership Background

Identify the key partners involved in the project and the roles of each partner. Describe how the partnership formed and the community identified need that is being addressed through this project.

Project Description

Please provide a description of the project and desired outcomes for learners and community-based partner(s). How will this project be integrated into the learners' academic experience? For projects connected to specific courses/curricula, please describe how the project will be integrated into the curriculum.

Preparation

Please provide a description of the specific preparation that learners and other participants will receive as part of this partnership. Please describe any additional resources that will be made available to learners and participants to enhance their ability successfully complete this partnership project.

Service

Describe the service(s) that UCSF learners will be performing with the community-based partner(s). If the learner is a community affiliate, describe how the community member will apply the learning experience to improve community health. How will this service benefit the community and also enhance the learners' educational goals? For projects connected to specific UCSF courses/curricula please describe how the service will enhance the learners' understanding of the specific course material.

Reflection

How will learner reflection be structured? For projects connected to specific UCSF courses/curricula please describe how learner reflection will be incorporated into overall requirements and expectations.

Outcomes and Evaluation

Describe how the project will be evaluated. What is the anticipated impact from this project on community partners (and clients/patients if applicable), learners and UCSF?

Sustainability

Describe how this partnership project could be sustained after the grant period. How will resources be leveraged to maximize project impact?

Project Timeline (can be an attachment)

Please include a detailed listing of all key project activities and deliverables, including submission of final report to CCE Staff. Final reports are due within 3 months of funding date.

Project Budget

Please use the following budget format

Line Item	Amount Requested	In-Kind Support	Total
Personnel (add other lines as necessary)			
A.			
B.			
Subtotal Personnel Expenses			
Operating Expenses (add other lines as necessary)			
A.			
B.			
Subtotal Operating Expenses			
<i>Total Project Expenses</i>			

Proposal Scoring Rubric:

Evaluation Criterion	Points Possible	Reviewers Score
<i>Project Abstract</i>	5	
<i>Project Narrative</i>		
Provides background on each of the partners involved and how the partnership formed	10	
Identifies roles of each partner	10	
Provides a description of the project	10	
Provides a description of the outcomes	10	
Provides a description of the preparation folks will receive in this partnership	10	
Provides a structure of learner reflection	10	
Provides an evaluation plan	10	
Provides sustainability plan	10	
Project Timeline	5	
Provides a budget for the project	5	
Related Coursework	5	
Total:	100	