



THE FENN EDUCATIONAL FUND OF THE CLEVELAND FOUNDATION
REQUEST FOR PROPOSALS

Last Day to Submit Application: Thursday, May 17, 2018 (by 11:59pm)

Funding period will be 8/1/18-7/31/19 (12 mos grants) or 8/1/18-7/31/20 (24 mos grants)

BACKGROUND

The Fenn Educational Fund of the Cleveland Foundation has concentrated its resources for over 40 years on promoting and assisting cooperative education and internship programs at institutions of higher education in Greater Cleveland.

Past Fenn grants have ranged \$10,000 - \$125,000. Funds available for Fenn grants are limited. If applying for a grant, please ensure the amount requested is commensurate with the size and scope of the proposed program and is directly related to the focus of the Fenn Fund.

CRITERIA FOR SELECTION

The Fenn Educational Fund is seeking proposals from institutions of higher education in Greater Cleveland that connect faculty members, students, and businesses in sustainable cooperative education and internship programs which couple classroom learning with hands-on, real world experience.

Requests will be reviewed in terms of alignment with Fenn mission, the feasibility of the project, and the degree to which it:

- Strengthens the institution's cooperative education or internship programs as relates to the institution's educational mission
- Improves the delivery of cooperative education and internship programs as relates to serving students who have traditionally been underserved by such programs (i.e.: students from marginalized populations, students with financial or transportation barriers, students who are parenting, students pursuing careers that have not traditionally been associated with a clear internship track, etc.)
- Aligns cooperative education and internship programs with the needs of the local economy and local employers. Strong requests will show evidence of meaningful partnerships with businesses
- Increases faculty support for cooperative education or internship programs
- Uses institutional funds to help cover program or project costs and includes plans for sustaining the initiative following the completion of Fenn funding
- Note: Collaborative projects involving two or more institutions are encouraged and should include designation of one institution as lead applicant and evidence of commitment of all participating institutions

Fenn will consider multi-year requests but reserves the right to limit funding to a single year. **If your institution is applying for continuation funding for a project supported by Fenn in 2017-2018, you are encouraged to apply for a 12-month grant. If your institution is applying for funding for a new project (that was not supported by Fenn last year), you are encouraged to consider applying for a 24-month grant.**

SUBMISSION OF APPLICATION

Applications must be submitted online through Grants Gateway. If you have not already requested login information you will need to complete a [Grantee Request Form](#) (please contact your Office of University Development first). *All proposals must come through the lead university/college's development office.*

Deadline for submission of application is end of the day on May 17, 2018.

To begin the application, login to [Grants Gateway](#)

1. Establish or update your organization profile.
2. Click on the *Apply for a Grant* link and scroll down to find the **Fenn Educational Fund application** (passcode = fenn14)
3. Complete **Project Narrative questions**, which will include:
 - A. Please provide an overview of the project/program that would be supported by requested funds. How will the proposed activities expand or enhance cooperative education or internships at your institution?
 - B. Check any that apply and provide a BRIEF explanation as relates to your proposed project:
 - Businesses or other community partners have been engaged in the development of this project.
 - This project aligns cooperative education/internships with the needs of the local economy and local employers
 - This project aligns with our institution's core educational mission
 - This project will increase faculty support for cooperative education and/or internship programs
 - This project will improve service to students who have been traditionally underserved by cooperative education and internship programs
 - C. Check the option that most closely describes the sustainability stage of this project and provide a BRIEF explanation:
 - This is an entirely new project (or a new addition to an existing program) for our institution. If successful, we anticipate pursuing long-term sustainability options, such as:
 - We have already piloted this project (or this addition/expansion) and are now actively taking steps towards sustainability, such as:
 - We are requesting Fenn support for a time-limited need. We expect the need to be resolved and/or to be fully sustainable at the close of the grant period.
 - D. Please provide a direct, concise explanation of what would be purchased with Fenn grant funds. For example, hiring new staff, relevant faculty release time, purchasing supplies, engaging a consultant, etc.
 - E. State up to 3 concise goals or outcomes that summarize the overall project that would be supported by Fenn funding. Some examples might be:
 - *Develop a credit-bearing course connected to humanities internships*
 - *Pilot a new department-level internship model for students in xyz department/major*
 - *Cultivate relationships with and provide support to new employers to establish internship placements that meet the needs of non-traditional students*
 - *Partner with the university diversity council to identify culturally-appropriate support for students pursuing internships*
 - F. If you received a Fenn grant last year, please provide a short update on that project.
4. Upload the **Required Attachments**, which include: **Board List, Organization Chart or Staff List, Letter of support from President**, Letter(s) of support from Corporate/Community Partners (*optional*), and **Project Budget Form** (download this form by clicking on *Forms/Resources* link in Grants Gateway. Save this form to your computer so that you may complete and save it for upload with your Fenn application)

5. You must upload all the requirements before you will see the SUBMIT button.

For questions about eligibility, the application process, deadlines, or technical assistance with Grants Gateway, contact:

Grants Management
216-615-7254
grantsmgmt@clevefdn.org

For specific programmatic questions or information, contact:

Kristi Andrasik, Program Officer
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