**University AWARD FOR INNOVATIVE civic engagement**

**Proposal Narrative**

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| --- | --- | --- | --- |
| Name of Civic Engagement Partnership |  | | |
| University Name  (English) |  | | |
| University Name  (Local Language) |  | | |
| University Legal Status  (Public or Private, Non-Profit or For-Profit) |  | | |
| University  Website |  | | |
| Partnership Social Networking sites (Facebook, Twitter, etc.) |  | | |
| Primary University Contact |  | Contact Email |  |
| Prepared By |  | Contact Email |  |
| Address |  | Telephone |  |
| City, Country |  | Proposal Submission Date |  |
| Partner(s)  Names and Legal Status |  |  |  |

**Instructions**

* Format your proposal according to the structure outlined in this template. Fill out each section and answer all questions.
* Provide references for all material cited. Links to online sources are appreciated where appropriate.
* Proposals must not exceed 8 pages, single spaced, 11-point Times New Roman font or similar, excluding budget, resumes and CVs, and letters of support. Please use 1-inch margins.
* Complete all parts of the application and answer all questions. In the case that a question is not applicable, explain why. The selection committee will not consider incomplete proposals.
* Complete online narrative proposal and upload required documents at [talloiresnetwork@tufts.edu](mailto:talloiresnetwork@tufts.edu). You will receive confirmation that we have received your submission within 2-3 business days.
* The Talloires Network secretariat is available to answer questions and guide the development of your proposal. If you are unsure what information is required, or how best to answer a question, send us an email. We recommend you contact us well ahead of the deadline.

**Executive Summary**

Provide a one-page executive summary that describes the university and community partners, the university civic engagement partnership’s goals and strategies, budget and timeline, and other relevant information. Be advised that this summary may be reproduced in future documentation (‘abstracts’ ‘compendium’ ‘compilations’) for knowledge sharing purposes.

**Part A: Partnership Overview and Introduction**

Description of Partnership

Please provide a brief overview of the partnership, describing each of the following in order: History (when the partnership began, who established it and for what purpose), how the partnership is currently run and the main goals of the partnership.

What is (are) the primary issue(s) addressed through this partnership? How were the issues identified and how are they significant concerns of the community? How do you approach decision making about partnership goals?

Leadership and Gender Equality

The Talloires Network is aware that gender can be an obstacle in leading and participating in university civic engagement partnerships, and that these vary significantly depending on socio-political and cultural contexts. For that reason, the Network believes that attention to gender and gender inclusivity is essential for a successful partnership. Please address the following points in your analysis.

Do the aims of the partnership promote gender equity in the community? In what ways do female leaders in the community contribute to the partnership? In what ways to women in the community benefit from the partnership?

Do female university administrators, faculty, staff and/or students have leadership roles in the partnership? What roles do they have?

How has the partnership affected female university administrators, faculty, staff and/or students who have participated? What knowledge, skills, and opportunities did they gain as a result of participation?

How do people of different genders experience your partnership differently? How do you address these differences?

University Introduction

Provide a description of the applicant university(s). Include information about age of institution, size of student body, number of faculty and staff, percentage of faculty with doctorate degrees, student to faculty ratio, community, social and economic context, student body demographics, leadership, institutional strengths and overview of civic engagement activities.

Community Partners

List main community partner. Include length and quality of the partnership.

Clearly articulate the roles and responsibilities of partner and the describe organization of the partnership. What strengths and capabilities does the partner bring?

List and describe secondary partners.

Sources of Funding

List and describe current sources of funding for this partnership.

Accomplishments

What has the partnership accomplished to date?

Please be specific in describing positive outcomes, using qualitative and quantitative examples when available (e.g., total number of university students, faculty or staff, and community members involved in the current academic year).

**Part B: Partnership**

Goal

What society-level change does your project aim to achieve? Articulate a single goal. The goal need not be specific or measurable, but rather relates to your mobilizing mission for the project. What overall aim are you working toward?

Objectives, Activities and Outputs

Describe the intermediary objectives of your partnership. Identify 2-5 main objectives your partnership aims to achieve.

*For each objective*, list the main activities you employ to reach the objectives listed above.

*For each activity,* list the expected tangible outputs. (For example, if you conduct training for 200 students, the output of this activity is ‘200 students are trained’).

Theory of Change

Describe the underlying logic or reasoning upon which your partnership is based. How do you believe the intended changes happen?

Learning and Innovation

What is unique about your partnership? What can other universities learn from your approach?

Sustainability

How will the partnership find the needed resources to continue running into the future?

How are the communities engaged in sustaining the partnership for the long-term?

**Part C: Monitoring and Evaluation**

Monitoring and Evaluation Methodology

How do you currently monitor and evaluate your partnership? Describe all methods used to evaluate the partnership.

What monitoring techniques will you use in the future? What evaluation methods and approaches will you use in the future?

Learning and Results

Summarize the findings of previous evaluations. Include both quantitative and qualitative information and your analysis of findings. If you have not conducted evaluations, clearly state the reasons why and discuss how you will move beyond these constraints in the future.

Defining Success

How do you know that your partnership is successful? How do you measure the outcomes of your activities and the effects they have on the intended target groups?

For all existing and new elements of your partnership, describe how you will define success in the future.

What have been your greatest challenges to assessing the performance of your partnership? Describe your partnership’s greatest success. How did this influence your partnership?

Describe your most significant challenge. What did you learn from the situation? What institutional and societal factors have helped and/or hindered the partnership?

How have your goals, objectives and approaches changed since you began this partnership?

**Required Application materials**

* Proposal Narrative
* Budget
* Resumes and/or CVs
* Letter of Support from Community Partner
* Letter of Support from Head of the University