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INDIANA UNIVERSITY
BICENTENNIAL

Bicentennial Project Proposal Program

Proposal Guidelines

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Background

The Bicentennial Year (2019/2020) and the period leading up to it provide a truly unique opportunity to reflect upon the university's history and to catalyze new initiatives at the start of the institution's third century. It will also provide numerous occasions to showcase IU's extraordinary intellectual resources in science, its world-class programs and facilities in the arts and humanities, and its distinguished history of contributions to the people of Indiana, the state, and the world. It will be an opportunity to celebrate not only within the university community on all campuses, but also with all the communities across Indiana who are so closely intertwined with these campuses, the people of the State of Indiana, and the hundreds of thousands of IU alumni, colleagues, friends, and supporters around the country and globe.

The Bicentennial will feature numerous Signature Projects that are recommended by the Bicentennial Steering Committee. These projects are organized into the follow topics:

- Recognition Programs
- Lectures, Reunions, and Conferences
- Public Art and Campus Beautification Programs
- Heritage and Legacy Programs
- Public Programs and Outreach
- Academic and Curricular Innovations

Along with these Signature Projects, the Office of the Bicentennial will collaborate with Indiana University units, faculty, registered student organizations, and Indiana University Alumni Association chapters to create additional projects that support Bicentennial Goals and Principles. These projects will receive funding from the Office of the Bicentennial but will be planned and executed by proposal authors. This document provides guidelines for interested parties to suggest projects that fit within the Bicentennial's guiding principles and goals and request funding for these projects through the Office of the Bicentennial. Proposals will be accepted from 2016 through 2020 for projects that must commence before the Fall 2019 semester.

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Goals

The Indiana University Bicentennial has three main goals:

- Celebrate and Recognize
- Chronicle, Document, and Explore
- Inspire and Engage

Each goal does not need to be incorporated into a project in order for it to receive funding. Proposals that balance these goals effectively have a better chance of receiving funding. More detailed information about each goal follows.

Celebrate and Recognize

Celebrate and recognize that great universities are distinguished by the contributions of individuals and institutions who are advocates, alumni, communities, donors, faculty, friends, staff, and students of Indiana University who have contributed to IU's first two centuries. Through existing and new efforts, we will acknowledge, honor, and express genuine gratitude for their commitment, loyalty, and leadership.

Chronicle, Document, and Explore

Chronicle, document, and explore IU's history, both the good and the bad, through databases and information systems, policy development, public discussion and outreach, scholarly and creative work and best practices related to discovering IU's cultural and historical identity. These efforts should identify Indiana University's past in relation to education, learning, research, social well-being, diversity, and community engagement for 200 years, its impact on the state, nation and the world. They should also envision how Indiana University might engage with the challenges of the future–income inequality, a changing environment, large scale population movements, education, disease and public health, and war and peace–providing the foundation for post-Bicentennial strategic planning.

Inspire and Engage

Inspire and engage students, faculty, staff, alumni, donors, community members, and peers in the events, publications, and other activities of the Bicentennial in ways that they find inspiring, meaningful and relevant to their IU experience and present-day lives. These activities should be designed to strengthen, rejuvenate, and rediscover University traditions that connect past, present, and future generations to IU's heritage and values. They should build on IU's historic strengths and should seek to distinguish Indiana University from among many outstanding public research universities.

Guiding Principles

In addition to the three central goals of the Bicentennial, the Bicentennial Steering Committee established Guiding Principles that the Office of the Bicentennial and its partners in commemorating IU's 200 years of existence should incorporate. Each Principle does not need

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to be incorporated into a project in order for it to receive funding. The Guiding Principles should be used by grant applicants to inform the content and purpose of their projects.

- Balance IU's past, present, and future in its emphasis.
- Ensure all IU campuses, units, programs, and constituencies are included.
- Be accessible and open to the public, and interesting to a wide variety of participants.
- Be well-documented.
- Be intellectually stimulating, inspiring, and enjoyable.
- Exemplify and express IU's core missions of education and research.
- Include centrally funded major events and projects, as well as events and projects undertaken by individual units and organizations at their own expense.
- Engage all University constituencies on and off campuses, and strengthen IU's connections to them locally, nationally and internationally.
- Make a particular effort to include students in planning and execution of events and programs, through academic programs or short-term staffing opportunities.
- Identify and label ongoing University events and projects that contribute to IU's vision for the Bicentennial.
- Advance the university's reputation through creative and strategic use of communications in all events and programs.
- Seek creative external funding sources for the incremental costs of central events (and others), whether gifts, grants, sponsorships, etc.

Appropriate Use of Funds

Funds should be utilized to complete projects that support Bicentennial goals and principles. Funds cannot be used to promote specific political and religious points of view.

Examples of Acceptable Use (Not Exhaustive)
- Hospitality (food & beverages)
- Honorariums for speakers
- Undergraduate and graduate student pay for research projects
- Securing space for events
- Travel expenses
- Supplies and materials needed to complete the project
- Performance services
- Print materials to promote the program and for use during the program
- Physical and digital displays and exhibits

Non-Fundable Projects (Not Exhaustive)
- Projects already completed
- Private initiatives
- Standard work that is part of expected duties
- Support of political organizations, events, and speech

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- Support of religious organizations, events, and speech
- Faculty course release time (Course Development Grants are a separate category; please see the Course Develop Grant section of the Bicentennial website for details document)
- Support for memorials, structures, and renovations that must receive campus approval

Grant Sizes

Grants are available for three ranges of funding. Each range has different proposal requirements. Larger grants will require more documentation to ensure that funds are utilized in an appropriate manner. <u>The maximum amount of funding that is available via a Bicentennial grant is $25,000.00</u>.

Category 1 (Up to $1,000)

Smaller grants are available to support existing programs that incorporate Bicentennial goals and principles. The funding can be used for publicizing events, hospitality, small honorariums. Grants of this size are reviewed by the Office of the Bicentennial on a monthly basis and have a shorter review time than larger requests. Grants of this size will be driven primarily by applicants with minimal involvement of the Office of the Bicentennial. Projects receiving Category 1 funding should list the Office of the Bicentennial as a sponsor in any project materials.

Category 2 ($1,001-$10,000)

These grants are used to fund projects that will typically last up to a year and positively incorporate Bicentennial goals and principles. Projects should have student involvement. Grant requests of this size will be reviewed by Bicentennial staff and the Proposal Review Committee on a quarterly basis. The review process will take several months due to the size of the grant and its potential impact. Grant proposals for Category 2 projects should be detailed and include letters of support from any partners and affiliated IU units, student groups, and/or IUAA chapters. If you are on a regional campus, you must include a letter of support from your chancellor's office in your application. If you are at IU Bloomington or IUPUI, you must include a letter of support from your dean in your application. Requests that feature additional funding sources will receive special consideration. Projects receiving Category 2 funding should list the Office of the Bicentennial as a primary sponsor in any project materials.

Category 3 ($10,000-$25,000)

These grants are used to fund extensive projects which can span several years, will have a significant impact on Indiana University, and align well with multiple Bicentennial goals and principles. Projects of this size should have significant student involvement and wherever possible, should reach beyond a single campus to focus on multiple IU campuses. Category 3 proposals are reviewed by the Office of the Bicentennial and Proposal Review

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Committee once per semester. The review process will take several months due to the size of the grant and its potential impact. Grants for projects $10,000-$25,000 should be highly detailed and include letters of support from identified partners and affiliated IU units, student groups, and/or IUAA chapters. If you are on a regional campus, you must include a letter of support from your chancellor's office in your application. If you are at IU Bloomington or IUPUI, you must include a letter of support from your dean in your application. Requests for this level of funding must have additional funding sources detailed in the proposal. Requests that bring together faculty and students from multiple campuses will receive special consideration. Projects receiving this level of funding must list the Office of the Bicentennial as a major sponsor in any project materials.

Eligibility

Grants provided by the Office of the Bicentennial are available to the following:

- Indiana University units, individual faculty regardless of tenure status, staff members, registered student organizations, and alumni chapters.

- Questions of eligibility will be reviewed by the IU Bicentennial Project Manager. Requests must include letters of support from relevant partners, IU units, registered student organizations, and IUAA chapters that will be involved in the project.

Proposal Requirements

This section details the needed elements of a proposal. Please follow guidelines found in this section should there be any question regarding required information.

Cover Sheet
- Name
- School/Department/Office/Organization
- Faculty/Staff/Student
- Phone
- Email
- Campus
- Project Title
- Project Category (1, 2, or 3)
- Proposed Start Date
- Proposed End Date

Project Title
The application should feature a simple title that captures the basic idea of the project.

Abstract

The abstract should be a broad overview of what the project is and what it hopes to achieve. The abstract should be no more than 300 words.

Relevance to Bicentennial Goals and Principles

This section should describe how the proposed project corresponds to the goals and principles for the Indiana University Bicentennial. Cite specific goals and principles whenever possible. This section should be no more than 1,000 words.

Project Narrative (Category 2 & 3 Proposals Only)

Category 1 proposals do not need to complete this section. In clear and accessible prose, the narrative should detail what the project is, why it is needed, what its goals are, student involvement, existing or potential partnerships, and make a compelling case why it would be a good investment of Bicentennial funds. Narratives should be no more than 3,000 words.

Timeline (Category 2 & 3 Proposals Only)

Category 1 proposals do not need to complete this section. The timeline should detail when project elements are drafted, reviewed, and approved. The timeline should also include when events will occur and/or when potential publications should be released.

Budget

A detailed budget is required for all projects. The budget should include estimates for the following items.

- Staff/Faculty/Student pay
- Hospitality (food & beverages)
- Honorariums for speakers
- Securing space for events
- Travel expenses
- Supplies and materials needed to complete the project
- Performance services
- Print materials to promote the program and for use during the program
- Physical and digital displays and exhibits

Partners

Projects that will involve partners should include a contact for each relevant organization. This includes, name, title, organization, address, phone number, and email.

Letters of Support

Letters of support from project partners, IU units, registered student organizations, and/or IUAA chapters are required for all projects. If you are on a regional campus, you must include a letter of support from your chancellor's office in your application. If you are at IU Bloomington or

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IUPUI, you must include a letter of support from your dean in your application. If other funding sources are being used for the project, each funder should provide a letter of support as well. The letters should speak to the goals of the project, how it relates the Bicentennial goals and principles, and how the partner will contribute to the project.

Process

Deadlines

Requests for proposals will be considered in groups.

- Category 1 proposals will be reviewed monthly by Office of the Bicentennial staff
- Category 2 and 3 proposals will be reviewed once per semester by the Proposal Review Committee and Office of the Bicentennial staff

2016-2017 Academic Year

Proposal Due Date	Proposal Review Date
October 28, 2016	December 9, 2016
March 3, 2017	April 21, 2017
June 30, 2017	August 18, 2017

2017-2018 Academic Year

Proposal Due Date	Proposal Review Date
October 20, 2017	December 8, 2017
March 2, 2018	April 20, 2018
June 29, 2018	August 17, 2018

2018-2019 Academic Year

Proposal Due Date	Proposal Review Date
October 19, 2018	December 7, 2018
March 1, 2019	April 19, 2018
June 28, 2019	August 16, 2019

For all proposals, Bicentennial staff will review the proposals to ensure that minimum standards are met. Proposals that meet minimum standards will be forwarded to the committee for review. The committee will review proposals, selecting projects that best match Bicentennial goals and principles. Applicants will be notified about committee decisions to either confirm acceptance or explain proposal rejection.

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Recommendations

The Proposal Review Committee can make three recommendations for proposals. These recommendations are:

Declined

The committee will decline proposals that it does not feel address Bicentennial Goals and Principles.

Hold for Future Consideration

The committee will hold proposals for future consideration if they meet Bicentennial Goals and principles but are not selected upon initial review.

Approved

The committee will approve proposals that address Bicentennial Goals and Principles and score well with the review rubric.

Review Rubric

The Proposal Review Committee will establish and public a review rubric that it will use to evaluate submitted proposals.

Basic Award Administration

Should your request be approved by the Office of the Bicentennial, ongoing requirements will need to be met to continue to secure funding. For all projects, funds not expended by the conclusion of the project will be returned to the Office of the Bicentennial.

Templates for required reports will be provided by the Office of the Bicentennial. All projects will be evaluated based on metrics determined by the Proposal Review Committee. Examples of metrics that could be considered are attendance numbers and website/social media hits,

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Category 1

- A final budget will be provided from the recipient to the Office of the Bicentennial that details how the funding was spent.

- A copy of the project's deliverable will be provided to the Office of the Bicentennial.

- Any information pertaining to IU history will be reviewed by the University Historian for accuracy prior to publication.

Category 2 and 3

- Reports will be required on a per semester basis that update the Office of the Bicentennial on project progress and track money spent.

- A copy of the project's deliverable will be provided to the Office of the Bicentennial.

- Once concluded, grant recipients will provide a summary report and final budget to the Office of the Bicentennial within one month of the project's conclusion.

- Any information pertaining to IU history will be reviewed by the University Historian for accuracy prior to publication.

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