



## Campus Community Grant Request for Proposals (RFP)

Release Date: November 18, 2024

Submission Date: January 22, 2025 at 12:00 p.m.

### I. Program Purpose

To support Ohio institutions of higher education as they work to foster a safe, inclusive, and respectful education environment, the Ohio Department of Higher Education (ODHE), per Section 3333.801 of the Ohio Revised Code, was charged with developing the guidelines and procedures to apply for funding through the Campus Community Grant Program.

Through the *Campus Community Grant Program*, ODHE is seeking proposals from institutionally sanctioned student organizations at Ohio colleges and universities to promote a campus culture grounded in respect and understanding which is essential for the academic and personal growth of every student.

Specifically, through the *Campus Community Grant Program*, ODHE seeks proposals from institutionally sanctioned student organizations to support intergroup and interfaith outreach and cultural competency between institutionally sanctioned student organizations.

### II. Eligible Applicants

Eligible applicants include state institutions of higher education and private nonprofit institutions of higher education that have institutionally sanctioned student organizations.

The following institution types are eligible:

**“State university”** means a public institution of higher education that is a body politic and corporate. Each of the following institutions of higher education shall be recognized as a state university: University of Akron, Bowling Green State University, Central State University, University of Cincinnati, Cleveland State University, Kent State University, Miami University, Northeast Ohio Medical University, Ohio University, Ohio State University, Shawnee State University, University of Toledo, Wright State University, and Youngstown State University.

**“State institution of higher education”** means any state university or college as defined in division (A)(1) of section [3345.12](#) of the Revised Code, community college, state community college, university branch established under Chapter 3355. of the Revised Code, or technical college.

**“Private college”** means any of the following:

- (1) A nonprofit institution holding a certificate of authorization pursuant to Chapter 1713. of the Revised Code;
- (2) An institution holding a certificate of registration from the state board of career colleges and schools and program authorization for an associate or bachelor's degree program issued under section [3332.05](#) of the Revised Code;
- (3) A private institution exempt from regulation under Chapter 3332. of the Revised Code as prescribed in section [3333.046](#) of the Revised Code.

For the purposes of this RFP, ODHE defines an “institutionally sanctioned student organization” as an organization recognized by, or operating under, the sanction of an institution according to the individual institution’s student organization recognition process. At a minimum the student organization must:

- Be created or established for a purpose which supports the sponsoring institution’s mission, goals, and vision.
- Have a majority of its membership verified by the institution as currently enrolled undergraduate and/or graduate students at the sponsoring institution.
- Have advisory oversight in some capacity from the sponsoring institution (ex. faculty advisor, student activities/development office representative, or similar).
- Have some form of institutionally verified organizational and operational structure.

This definition was created for this RFP and award process only and should not be construed as the definition for other purposes on campus or under other ODHE programs. Potential applicants should consult with their institution’s legal counsel in determining if they meet the definition of an “institutionally sanctioned student organization” for purposes of this RFP and to confirm the institution will provide the required certification.

### **III. Anticipated Awards**

The total of all awards under the *Campus Community Grant Program* will not exceed the total funding available. The Chancellor is not obligated to expend all funds set aside for this initiative and may request revisions to proposal budgets.

1. Total Award Funding Available: up to \$1,000,000.00
2. Maximum Base Award per Institution: \$25,000 per proposal

### **IV. Eligible Expenses and Project Term**

Institutionally sanctioned student organizations seeking funding through the *Campus Community Grant Program* should submit proposals that identify how the funds will seek to build skills and awareness by engaging strategies such as:

- Interfaith or intergroup retreats, events, and/or meetings between institutionally sanctioned student organizations seeking to promote a campus culture grounded in respect and understanding.
- Implementing an evidence-based curriculum, training, or program which seeks to build capacity for on-going efforts to engage in civil discourse which promotes cultural competency, communication skills, academic and personal growth for participants.
- Partnering with a campus based civic center, office and/or program to build capacity for short and long-term interfaith and intergroup strategies to support relationship building, dialogue, and cross-training opportunities.
- Planning/creating peer education networks between institutionally sanctioned student organizations to promote intergroup and interfaith sustained dialogue and outreach.
- Social-marketing strategies, supplies, and student engagement incentives for engaging campus community members.
- Other interfaith and intergroup strategies or activities will be considered that are consistent with strategic efforts to foster a safe, inclusive, and respectful educational environment.

Funding should primarily support outcomes-based strategies for skill-building programs and training. Administrative support, food, giveaways, and/or software costs should be kept to a minimum in the funding request.

Funding can be used for one-time speakers; however, applicants are strongly encouraged to identify how they will work to promote and integrate the message promoted by the speaker into long-term strategies which support safe and inclusive learning environments.

*Campus Community Grant Program* proposals that are awarded funds through this RFP will have through June 30, 2025, to complete the scope of work for the program, beginning when an agreement is executed between the Department of Higher Education and the institution. Planning may commence upon acceptance of the grant award notification.

A final program and expense report will be due from the institution 30 days after the end of the expenditure period. An interim report detailing progress on specific components of the proposed initiative, including milestones achieved, expenses, and evaluations will need to be submitted by mid-March 2025. Additional information will be set forth in the grant agreement. Reports should be sent to the ODHE safety grants team at [ODHEsafetygrants@highered.ohio.gov](mailto:ODHEsafetygrants@highered.ohio.gov).

## **V. Proposals Review Process and Timeline**

The schedule below may be revised by the Chancellor, at the discretion of the Chancellor. Any changes will be communicated to applicants.

Request for Proposals Released	November 18, 2024
Proposal Questions from Interested Parties	November 18 – December 6, 2024
Proposals Due by 12:00 p.m.	January 22, 2025
Proposal Review Period	January 22 – February 14, 2025
Notification of Awarded Proposals	Week of February 17, 2025

The Chancellor will provide information to interested parties and provide assistance to potential applicants by responding to questions submitted via e-mail to: [ODHEsafetygrants@highered.ohio.gov](mailto:ODHEsafetygrants@highered.ohio.gov) by the deadline.

Questions must be submitted by December 6, 2024, to ensure an answer by December 13, 2024. Responses will be posted at <https://rfp.ohiohighered.org/>

The Chancellor's staff will initially screen proposals for completeness and eligibility. Any deficiencies must be addressed by the applicant within a time period set by the Chancellor's staff. While all properly submitted proposals will receive consideration, submission of a complete proposal does not guarantee funding.

Upon applicant approval, the Chancellor will provide an award notification letter to the institution, which will include the total awarded amount. ODHE and the applicant will enter into an agreement prior to funding being disbursed.

## **VI. Proposal Submission**

Applicants are responsible for submissions of proposals within the time period set by the Chancellor. Proposals must include the address for the institution where funds awarded may be sent. This address needs to be registered in the Ohio Pays system. Proposals must be received no later than 12:00 p.m. on January 22, 2025, and must be submitted in the following manner:

One electronic PDF file that includes: the cover letter, executive summary, project narrative, and the budget narrative and budget using the provided spreadsheet template, emailed to the ODHE safety grants team at [ODHEsafetygrants@highered.ohio.gov](mailto:ODHEsafetygrants@highered.ohio.gov).

All information submitted in response to this RFP is public information unless a statutory exception exists that exempts it from public release under the Ohio Public Records Act in Section 149.43 of the Ohio Revised Code.

## **VII. Proposal Requirements**

### **A. Format**

Proposals must be submitted in Arial Font, 11 point and double-spaced; there is an exception for tables and images, where the font may be single spaced. Please see below for page allocations and directions for each section of the proposal.

- 1. Cover Letter (one page maximum):**
  - a. Title of project,
  - b. Names of the institutionally sanctioned student organizations.
  - c. Primary contact from each institutionally sanctioned student organization by name, student organization and title within the organization, and email address,
  - d. Primary institutional contact (from the institution receiving the funds) by name, title, address, phone number, and email address,
  - e. Total amount of funding being requested.
- 2. Executive Summary (three pages maximum):** Provide a description of the community initiative supported by the grant funds, including clearly identifying the institutionally sanctioned student organizations responsible for the proposed initiative, program or activity to be supported with grant funds, and any campus partnerships (including, but not limited to staff or faculty) that will play a key role in the development and/or implementation of the proposal. The specific office(s) the grantee will be seeking to partner with should be clearly identifiable in the proposal.
- 3. Project Narrative (ten pages maximum):** The project narrative should address the Proposal Criteria in order (see Section C).
- 4. Budget and Budget Narrative:** In the provided Excel spreadsheet, the budget and budget narrative will document:
  - a. Itemized costs for the grant
  - b. The underlying assumption for each cost (i.e., base cost of the item or service, how it ties to the overall outcomes associated with the proposal, and number of persons involved/served, etc.)
  - c. Any matching funds that will be leveraged, clearly labeled.
- 5. Certification Letter:** A letter from the appropriate Vice President or equivalent at the institution where the sanctioned student organizations are located must be submitted with the proposal. The letter must certify that the student organizations applying for funding are institutionally sanctioned, at a minimum by the ODHE definition provided in this proposal, and that the institution is prepared to support the student organization with all grant accounting and reporting requirements which will be set forth in the award agreement if funds are awarded.

## B. Scoring Rubric

Each proposal will be assessed according to the proposal criteria:

- Project Design 20 points
- Project Rationale 30 points
- Project Plan 15 points
- Budget & Budget Narrative 10 points

## C. Proposal Criteria

Project Narratives are required to address the following:

1. *Project Design*: Broad description of the proposed initiative, program and/or activity which is to be implemented by the involved institutionally sanctioned student organizations with the awarded grant funds.
  - a. This section should include an overview of:
    - i. The agreed upon goals of the student organizations for the proposed initiative, program and/or activity and how they are tied to the *Campus Community Grant Program*.
    - ii. Why the proposed initiative, program and/or activity has been identified (using campus data to demonstrate the current need where possible) and what need it will address within the community.
    - iii. How and why the institutionally sanctioned student organizations have established their partnership to implement the proposed plan.
    - iv. How it ties to the current/developing efforts at the institution related to promoting a campus culture grounded in respect and understanding.
  - b. Identify any campus partners who will be involved in the proposed project who are also working on similar programs or initiatives to support intergroup and interfaith outreach and cultural competency, if applicable.
2. *Project Rationale*: Detailed description, including:
  - a. Description of how the funds will be used to promote intergroup and interfaith outreach and cultural competency between institutionally sanctioned student organizations.
  - b. Rationale that explains how the proposed strategies were identified including any data or supportive documentation.
  - c. Identify short-term and long-term goals which demonstrate how the proposed strategies will seek to have an impact on the campus community to further the goals of the grant program.
  - d. If specific communities on your campus have been identified to be the focus of the proposal, please provide a rationale for why the communities were chosen and a description of the current engagement efforts and relationship with the identified community(ies).
  - e. Please detail the campus partner(s) identified for the efforts under this proposal and how the entities envision the goals of the proposal to be mutually beneficial, if applicable

3. *Project Plan*: This section will provide a clear description and timeline for activities to be undertaken.
  - a. Outline the roles and responsibilities of key partners.
  - b. Shared goals and outcomes established by the campus partners to guide the work to be completed with the grant funding.
  - c. Timeline for milestones and planned activities for the proposed project including a detailed narrative with key partners and intended activities for each milestone listed. Please also indicate if it is anticipated that the milestone will use grant funds to achieve.
  - d. Provide the name, email, and phone number for at least two administrative leaders for the project.
    - i. Both individuals must be employees of the college/university where the student organizations are institutionally sanctioned. One of the administrative leaders must be a representative from the grants or sponsored programs office at the institution receiving the funds. The other leader must be a representative from student development or the institutional division which sanctions student organizations.
    - ii. One of the individuals can be the same person as the primary contact listed on the cover page.

#### **D. Budget Narrative**

Budget Narratives should include the following:

1. The amounts for each budget line activity must be documented and justified in the budget narrative and summarized within the provided Excel workbook.
2. The narrative should include an estimate as to the timing of expenditures in relation to the project plan.
3. Costs should fall within comparative industry standards.

#### **VIII. Legal Notices**

The applicant understands that if its application is accepted by the State, the applicant shall enter into an agreement with the State governing the use of the awarded funds. The applicant agrees to comply with all applicable federal, state, and local laws and regulations in the conduct of the work hereunder.

The State reserves the right to fund any application in full or in part, to request additional information to assist in the review process, to require new applications from interested parties, to reject any or all applications responding to this announcement, or to reissue the announcement if it is determined that it is in the best interest of the State of Ohio. Issuing this announcement does not bind the State to making any awards. The State reserves the right to adjust the dates for this announcement for whatever reasons are deemed appropriate. The State reserves the right to waive any non-substantive infractions made by an applicant, provided that the applicant cures such infraction upon request.

All costs incurred in preparation of an application shall be borne by the applicant. Application preparation costs are not recoverable under an award. The State of Ohio shall not contribute in any way to recovering the costs of application preparation.

The funding decisions are final. Applicants will be notified of the outcome of their application(s) at the conclusion of the review process.

The applicant understands that the information provided herein is intended solely to assist the applicant in submittal preparation. To the best of the State's knowledge, the information provided is accurate. However, the State does not warrant such accuracy, and any errors or omissions subsequently determined will not be construed as a basis for invalidating this solicitation. Interested parties bear the sole responsibility of obtaining the necessary information to submit a qualifying application. The State retains the right to modify or withdraw this solicitation at any time. By submitting an application, applicants expressly agree to these terms.

## **IX. Trade Secrets**

All Applicants are strongly discouraged from including in a proposal any information that the Applicant considers to be a "trade secret," as that term is defined in Section 1333.61(D) of the Ohio Revised Code.

1. To determine what qualifies as trade secret information, refer to the definition of "trade secret" in the Ohio Revised Code at 1333.61(D), which is reproduced below for reference:

“(D) ‘Trade Secret’ means information, including the whole or any portion or phase of any scientific or technical information, design, process, procedure, formula, pattern, compilation, program, device, method, technique or improvement, or any business information or plans, financial information, or listing of names, addresses, or telephone numbers that satisfies both of the following:

  - (1) It derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
  - (2) It is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.”
2. If any information in the proposal is to be treated as a trade secret, the proposal must:
  - a. Identify each and every occurrence of the information within the proposal with an asterisk before and after each line containing trade secret information and underline the trade secret information itself;
  - b. Identify that the proposal contains trade secret information in the cover letter; and
  - c. Include a summary page immediately after the cover letter that lists each page in the proposal that includes trade secret information and the number of occurrences of trade secret information on that page.
3. The Ohio Department of Higher Education requires non-disclosure agreements from all non-Department of Higher Education persons who may have access to proposals containing trade secret information, including evaluators.
4. If the Applicant claims that a record is not subject to disclosure under the Ohio Public Records law based on trade secret, it will bear costs of defending this claim.