**University Residences**

**Community Development & Learning Grant**

Revised 4/7/17

**OVERVIEW**

The Community Development & Learning Grant fund (CDLG) is intended for community development and learning projects that:

1. Engage students in diverse and inclusive, healthy, safe and sustainable communities that foster academic success and personal growth (University Residences Mission Statement).
2. Provide opportunities for students to learn about themselves and how to live and work with others - Learning about self, others, relationships, and community. (Residence Life Educational Goals - <http://housing.wwu.edu/reslife/> )

A diverse and inclusive community demonstrates these principles: educationally purposeful, open, just, disciplined, caring, and celebrative (Ernest Boyer’s Principles of Community).

New revenues to the CDLG fund comes from remaining funds in hall council accounts at the end of the academic year minus unassigned vandalism/damage charges from the halls.

The Associate Director for Residence Life is assigned administrative oversight for the CDLG program.

The Community Development & Learning Grant Committee will oversee the implementation of the program and will review and decide on grant proposals. The Committee will consist of 6 members: 3 selected by the director of University Residences (or designee) and 3 selected by the president of the RHA. The president of RHA or his/her designee will serve as chairperson. The assistant director of residence life – leadership, will serve as the group’s advisor.

Students or staff may submit a proposal to the Community Development and Learning Grant Committee for review. The Committee will review submissions, typically weekly, and will inform proposer/s of the decision typically within two weeks, which might include suggestions to adjust and/or clarify the proposal, input regarding the implementation process, etc. Committee may choose to provide feedback to proposer/s about the proposals received.

The committee will decide on successful proposals based on the criteria noted below.

At the beginning of each academic year the CDLG committee will recommend that year’s allocation shares dedicated to the following categories:

1) Equipment and improvements: \_\_%

2) activities & programs that support community development and academic success: \_\_%

3) learning grants: \_\_ %

At the beginning of each academic year the CDLG committee will recommend a per-proposal maximum level (e.g. 10% of CDLG fund balance) for the year, which then can be broken out quarterly if chosen.

Both of these recommendations are to be approved by the University Residences Managers group.

It is recommended the CDLG committee consider a deadline for all proposals to be submitted between mid-Fall to mid-Winter quarter so as to increase the opportunity for a same-year installation.

1. **PROPOSAL SUBMISSION PROCESS**
	1. An individual resident, group of residents, or staff member can draft and submit a proposal that would improve community development and learning.
	2. Proposals will require the following information:
		1. Name(s), email contact(s), phone contact for submitter(s).
		2. Title of Proposal.
		3. General summary and intent of the proposal, and for which purpose it is intended (Equipment & improvements, Activities & programs, Learning grants).
		4. What needs have been identified and/or evidence has been gathered in the community to demonstrate this proposal is needed and valuable?
		5. How does this project enhance or promote University Residences mission and Residence Life Educational Goals?
		6. What impact would this proposal have on the community?
		7. Approximately what percentage of the hall / community population will benefit from this improvement or program and what information leads you to this estimate?
		8. Generally speaking, what supplies, materials, or products would need to be purchased for this project / improvement? (Note: Exact costs are not needed at the time of submission. If needed, University Residences staff will conduct research on specific products as well as estimating labor and installation charges, etc.)
		9. Provide an itemized budget for the proposal.
	3. The proposers must contact the hall/community council(s) that the proposal would impact or affect and attend a council meeting(s) to present the proposal. The hall/ community council must give a vote of approval to the proposal based on the hall’s voting process (e.g. a majority vote of approval, 75% in favor, etc.).
	4. If the hall/community council approves the proposal, the RD will send it to the designated coordinator for the Committee via reslife@wwu.edu.
	5. The Committee will initiate the review process on a rolling basis. The Committee will gather, at minimal, once per quarter and as often as necessary to review proposals.
2. **PROPOSAL REVIEW PROCESS**
	1. The Committee will complete an initial review of the proposal to identify any administrative partners that may need to be consulted (e.g. UR Facilities, IT/ResTek, etc.).
	2. The Committee will apply the following criteria in reviewing the proposal, including:
		1. The concept (how it furthers the mission and educational goals),
		2. The breadth and depth of the program’s impact (# of students impacted, benefits more than one hall / community, minor or significant improvement).
		3. The cost/benefit ratio.
		4. Available funding in each purpose category
		5. Ability of WWU’s Facilities Management department to do the work (in the case of any physical improvements)
		6. Available funds
	3. The Committee may request additional information from the proposers and/or request consultation with administrative partners (e.g. Facilities, Business, etc.).
		1. If the proposal requires any specific research and development work, the respective office will work to create a more specific outline and budget for the project. This could include gathering quotes / estimates, researching possible products, identifying labor / installation costs and complete additional analysis of the feasibility and viability of the project.
	4. If the Committee does not approve the project, Committee will communicate the decision and reasons for the decision back to the proposers.
3. **PROPOSAL APPROVAL PROCESS**
	1. The Committee will forward approved proposals and accompanying documents to:
		1. Associate Director of Residence Life
		2. Associate Director of University Residences Facilities (as needed)
		3. Director of University Residences (as needed)
		4. Residence Hall Association (large projects whose amount is over $5,000 must also receive an RHA vote of confidence.)
		5. Other WWU approvals as needed based on the amount of funds requested and the type of expenditure (e.g. computer equipment, services, expenditures over a certain $ amount, etc.)
	2. Once approvals are in place, the project work can begin.
4. **PROPOSAL IMPLEMENTATION PROCESS**
	1. The Committee will create appropriate folders and documents in the shared drive to keep record of proposals and create open access for University Residences partners. This includes:
		1. Creating a new folder each academic year to house proposals for that year.
		2. Creating individual subfolders for each proposal so UR staff may review proposals or store additional documents and communications.
		3. Creating a report summarizing status of each proposal to be sent monthly to RHA and the Associate Director for Residence Life.
	2. The Committee will work with the Associate Director of Business & Technology to ensure proper accounting and tracking of each project is established, and follow any directions provided.
	3. The Committee will work with administrative partners to determine general timelines for implementation.
	4. The Committee will report back to the proposers regarding the general implementation plan and timeline for the project.
	5. The Committee will provide a periodic report to RHA summarizing projects funded, completed, etc.