**University System of Georgia’s**

**African-American Male Initiative (AAMI)**

**AAMI®**

**Grant Request Template**

**Fiscal Year 2018**

**Announcement Date: Friday, March 3, 2017**

**Proposals Due: Thursday, April 6, 2017, 5:00 p.m. EST**

**Grant Award Notification: Monday, May 1, 2017**

**University System of Georgia’s**

**African-American Male Initiative (AAMI)**

**Program Funding**

**Proposal Checklist**

Please ensure that the AAMI Program Funding Proposal being submitted has the following components, assembled in this prescribed sequence:

|  |  |
| --- | --- |
|  | Program Funding Proposal Certification Form |
|  | Statement of Assurances |
|  | Funding Proposal Criteria (Include the following items in a continuing document): |
|  | * Project Rationale (300-word limit) |
|  | * Goals and Objectives (500-word limit) |
|  | * Proposed Outcomes (500-word limit)   **The total content of these sections must not exceed 15 pages.** |
|  | * Target Cohort (200-word limit) |
|  | * Personnel/Staffing (200-word limit) |
|  | * Specific/Documented Role of Civic Partner (200-word limit) |
|  | * Program Budget - 2-page limit   (1 page for line items / 1 page for the Budget Narrative) |
|  | * Requested Funding Amount/Institutional Match/ Program Sustainability   (100-word limit) |
|  | Appendices: |
|  | * Partner Identification Form(s) |
|  | * Letter(s) of Commitment / Support from Civic Partner/Partnering Organization(s)   *(3 partner / 3 letter limit)* |

***Notes:***

1. You must complete a Partner Identification Form for ***each*** identified civic partner(s). While only one Civic Partner is mandatory, you may have up to three.
2. **In addition**, a formal, ***signed*** letter ***on the partner’s letterhead*** must be included for each partner, detailing the specific support and the responsibilities the partnering organization will provide.

**University System of Georgia’s African-American Male Initiative (AAMI)**

**Program Funding Proposal**

**Certification Form**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Institution:** | |  | | | | | | | | | | |
| **Street Address:** | |  | | | | | | | | | | |
| **City, State, Zip Code:** | |  | | | | | | | | | | |
| **AAMI Project Title:** | |  | | | | | | | | | | |
| **Campus AAMI Director:** | | **Name:** | | | | | **Institutional Title:** | | | | | |
|  | | **Phone:** | | | | | **Email:** | | | | | |
| **Campus AAMI Director’s Supervisor:** | | **Name** | | | | | **Institutional Title** | | | | | |
|  | | **Phone:** | | | | | **Email:** | | | | | |
| **Grant Type**  **Please check a box:** | |  | AAMI Start-Up Grant  ($10,000 maximum) | | | | | |  | AAMI Grant  ($10,000 to $30,000) | | |
| **AAMI Grant Amount Requested:**  $ | | | | | | **Institution Match Amount:**  *(Minimum amount must match grant request)*  $ | | | | | | |
| **Projected Number Targeted to Participate in AAMI Program Cohort:** | | | | | | | | | | | | |
| **Cite Number of Students in Each Cohort:** | **Pre-**  **Freshmen** | | | **College Freshmen** | **College Sophomores** | | | **College Juniors** | | | **College Seniors** | **Total** |
|  | | |  |  | | |  | | |  |  |

**Certification**

I certify to the best of my knowledge, the information in this application is correct, that the filing of this application is duly authorized, and that the applicant will comply with the attached Statement of Assurances.

|  |
| --- |
|  |
| Typed or Printed Name of Institution’s President |
| Original Signature of Institution’s President |
| Date |

**University System of Georgia’s African-American Male Initiative (AAMI)**

Program Funding Proposal

Statement of Assurances

Should the USG’s AAMI award funds to the applicant in support of the activities proposed in this application, the authorized Campus AAMI Director ensures fulfillment of the following responsibilities:

1. Awarded funds will be dedicated solely and specifically to AAMI programming activities;
2. In accordance with stated guidelines and deadlines, all program and evaluation reports required by the University System of Georgia’s African-American Male Initiative will be submitted in a timely manner; and
3. Upon request, the University System of Georgia’s African-American Male Initiative will be provided access to all records and other sources of information as needed.

The applicant certifies that the president of this institution duly authorizes the filing of this funding proposal and that the applicant will comply with the Statement of Assurances

|  |
| --- |
| Typed or Printed Name of Campus AAMI Director |
| Original Signature of Campus AAMI Director |
| Date |

**University System of Georgia’s**

**African-American Male Initiative (AAMI)**

**Program Funding Criteria**

Please thoroughly review the separate Request for Proposal document. Your grant proposal must address the established criteria and comply with the word limits of each section.

**Academic Term of Program:**

Indicate the time-period(s) during which this AAMI grant funding would serve students. Check the appropriate box:

|  |  |
| --- | --- |
|  | **Summer Program** (Summer 2017) |
|  | **Academic Year** (AY 2017 **–** 2018) |
|  | **Both Summer 2017 Term** and **Academic Year 2017-2018** |

**Section A - Proposal Rationale (300-word limit):** Please cite the reasons your institution is interested in administering an AAMI program. It is critical that the Proposal Rational, Goals and Objectives, and Proposed Outcomes sections be rationally linked, detailing a clear challenge and outlining a logical path of programming that will be pursued and accomplished. For example, the ***Proposal Rationale*** should cite “why” your institution wants and needs an AAMI program (e.g., what problems exist at your campus regarding the enrollment, retention, and graduation of African-American males/what needs to be addressed).

The ***Goals and Objectives*** section should outline “how” your program will address and help resolve the identified problems and challenges that you cited in your Proposal Rationale.

The ***Proposed Outcomes*** section should directly correlate to how your program’s impact on mitigating the problems addressed in the Proposal Rationale will be measured, with particular attention paid to – but not limited to – the four key performance indicators of the USG’s AAMI.

Please also highlight any current expertise in this area, including (if applicable) previous receipt of AAMI funding and specific program outcomes.

**In addition to submitting your 300-word Proposal Rationale as noted above, using the data tables below, include the mandatory metrics that will establish your institutional benchmarks for the AAMI program:**

1. The last three years of Black male enrollment data (numbers and percentages);
2. The last three years of Black male retention data (numbers and percentages);
3. The last three years of graduation rates of Black males enrolled at the institution;

* For four-year Baccalaureate degrees, cite the six-year graduation rate for baccalaureate degree students;
* For two-year Associate degrees, cite the three-year graduation rate for associate’s degree students;

1. If the campus has previously conducted, or is currently conducting an AAMI program, please provide the enrollment, retention rate, and graduation rate data for students participating in the AAMI program compared to all Black males and to the entire student body; and
2. The number of degrees conferred upon all students, African-American males, and AAMI students over the past three years.

***Note:*** *Enrollment rates, retention rates, and graduation rates are measured on a fall-to-fall basis. Degrees conferred are measured on a fiscal year basis. Enrollment rates, retention rates, graduation rates and degrees conferred data should be obtained from and verified by your institutional research office. AAMI-specific data should be obtained from your AAMI student “tracking system” and verified by your institutional research office.*

**Baccalaureate Enrollment Data**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Academic Term** | **Total Institution Student Enrollment** | **African-American Male**  **Enrollment** | | **AAMI**  **Participant Enrollment** | |
| **# Enrolled** | **# Enrolled** | **% of Total Enrollment** | **# Enrolled** | **% of Total AAMI Enrollment** |
| Fall 2016 |  |  |  |  |  |
| Fall 2015 |  |  |  |  |  |
| Fall 2014 |  |  |  |  |  |

**Associate** **Enrollment Data**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Academic Term** | **Total Institution Student Enrollment** | **African-American Male**  **Enrollment** | | **AAMI**  **Participant Enrollment** | |
| **# Enrolled** | **# Enrolled** | **% of Total Enrollment** | **# Enrolled** | **% of Total AAMI Enrollment** |
| Fall 2016 |  |  |  |  |  |
| Fall 2015 |  |  |  |  |  |
| Fall 2014 |  |  |  |  |  |

**Baccalaureate Retention**

**Data *Definition****: The First-time, Full-time Freshman (FTFTF) Fall cohort that returns from the previous fall. For example, the number of FTFTF who return in Fall 2016 who were in the Fall 2015 cohort.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Fall Cohort** | **Institutional Retention** | | **African-American Male**  **Retention** | | **AAMI Participant Retention** | |
| **# of Students in Cohort** | **Retention Rate** | **# of Students in Cohort** | **Retention Rate** | **# of Students in Cohort** | **Retention Rate** |
| Fall 2015 |  |  |  |  |  |  |
| Fall 2014 |  |  |  |  |  |  |
| Fall 2013 |  |  |  |  |  |  |

**Associate Retention**

**Data *Definition****: The First-time, Full-time Freshman (FTFTF) Fall cohort that returns from the previous fall. For example, the number of FTFTF who return in Fall 2016 who were in the Fall 2015 cohort.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Fall Cohort** | **Institutional Retention** | | **African-American Male**  **Retention** | | **AAMI Participant Retention** | |
| **# of Students in Cohort** | **Retention Rate** | **# of Students in Cohort** | **Retention Rate** | **# of Students in Cohort** | **Retention Rate** |
| Fall 2015 |  |  |  |  |  |  |
| Fall 2014 |  |  |  |  |  |  |
| Fall 2013 |  |  |  |  |  |  |

**Baccalaureate Graduation Rate Data**

***Note****: Cite the six-­‐year graduation rate for baccalaureate degree students (First-Time Full-Time Freshman). Graduation rates are specifically for the cited year’s cohort.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Academic Term** | **Institutional Graduation** | | **African-American Male**  **Graduation** | | **AAMI Participant Graduation** | |
| **# of Students In Cohort** | **Graduation Rate** | **# of Students**  **In Cohort** | **Graduation Rate** | **# of Students**  **In Cohort** | **Graduation Rate** |
| Fall 2010 |  |  |  |  |  |  |
| Fall 2009 |  |  |  |  |  |  |
| Fall 2008 |  |  |  |  |  |  |

**Associate Graduation Rate Data**

***Note****: Cite the three-­‐year graduation rate for associate’s degree students (First-Time Full-Time Freshman). Graduation rates are specifically for the cited year’s cohort.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Academic Term** | **Institutional Graduation** | | **African-American Male**  **Graduation** | | **AAMI Participant Graduation** | |
| **# of Students In Cohort** | **Graduation Rate** | **# of Students**  **In Cohort** | **Graduation Rate** | **# of Students**  **In Cohort** | **Graduation Rate** |
| Fall 2013 |  |  |  |  |  |  |
| Fall 2012 |  |  |  |  |  |  |
| Fall 2011 |  |  |  |  |  |  |

**Baccalaureate Degrees Conferred (Fiscal Year – July 1 – June 30)**

***Note:*** *Degrees conferred encompass all African-American males or AAMI students who earned a degree in each respective fiscal year noted below.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Academic Term** | **Institution** | **African-American Males** | | **AAMI Participants** | | |
| **# of Degrees Conferred** | **# of Degrees Conferred** | **% of Total Degrees Conferred vs Institution** | **# of Degrees Conferred** | **% of Total Degrees Conferred vs Institution** | **% of Total Degrees Conferred vs**  **Non-AAMI** |
| FY 2016 |  |  |  |  |  |  |
| FY 2015 |  |  |  |  |  |  |
| FY 2014 |  |  |  |  |  |  |

**Associate Degrees Conferred (Fiscal Year – July 1 – June 30)**

***Note:*** *Degrees conferred encompass all African-American males or AAMI students who earned a degree in each respective fiscal year noted below.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Academic Term** | **Institution** | **African-American Males** | | **AAMI Participants** | | |
| **# of Degrees Conferred** | **# of Degrees Conferred** | **% of Total Degrees Conferred vs Institution** | **# of Degrees Conferred** | **% of Total Degrees Conferred vs Institution** | **% of Total Degrees Conferred vs**  **Non-AAMI** |
| FY 2016 |  |  |  |  |  |  |
| FY 2015 |  |  |  |  |  |  |
| FY 2014 |  |  |  |  |  |  |

**Section B - Goals and Objectives (500-word limit):** Please list the major objectives of the program. Please describe how the program will seek to enhance the enrollment, retention, and/or graduation of Black males or increase the number of degrees conferred upon Black males at your institution. Please ensure that this section is rationally linked (in terms of programming) to the Proposed Outcomes section. Provide specifics on how the proposed programs will be conducted.

**Section C - Proposed Outcomes (500-word limit):** Please describe what measurable barometer movement the initiative seeks to achieve. For example, what increase in Black male enrollment will you have in Fall 2018 over Fall 2017 enrollment? What increase in retention rates will you have in Fall 2018 over Fall 2017? Please ensure that the proposed outcomes reflect alignment both with the challenge being addressed in the Proposal Rationale section, and with the programming outlined in the Goals and Objectives section.

**Section D - Target Cohort (200-word limit):** Please cite the specific number and the academic-year classifications (e.g., freshmen, sophomores, etc.) of the students that will be served. Describe specifically how students will be identified and recruited for the project.

**Section E - Personnel/Staffing/Steering Committee (200-word limit):**

Please cite the specific staff that will administer/manage the AAMI program**,** being sureto include per position: the name of each staff member; the titles (institutional title and program title for each staff member); and the percentage of each and every employees’ work time that will be dedicated solely to the AAMI project. Proposals will not be considered complete if all aspects of this information are not included.

**It is also strongly recommended that the program’s leadership establish “at least” a three-person AAMI “Steering Committee” (AAMI Advisory Board/Advisory Body)** that will assist in providing guidance and oversight of the grant project. This committee may consist of representatives from Academic Affairs, Advising Center, Multicultural and/or Student Affairs, Community/Civic Partner (mandatory), Housing (if a Learning Community is included in the programming), and the AAMI Grant Director. **Please include names, titles, affiliations, etc. of the steering body’s membership in a separate section from the staff list***.*

**Section F - Specific/Documented Role of Mandatory Civic Partner (200-word limit):**

Please describe how the initiative will involve an organization or entity already engaged in working with African-American males in the institutional service area. The role of the Civic Partner should be:

* Relevant to the grant;
* Reflect specific duties and responsibilities; and
* Address the accountability measures that will be taken to evaluate the partner’s role and impact in accomplishing the grant’s objectives.

Include with your proposal a **signed** official Letter of Commitment from each Civic Partner **on their letterhead** explaining their specific support and the responsibilities the partnering organization will provide. While only one Civic Partner is mandatory, you may have up to three.

***Note:*** *The Civic Partner is expected to be an external entity. It cannot be an official organization of the institution, e.g. centers, institutes, etc. Internal entities may be members of the advisory body.*

**Section G - Program Budget (see Grant Budget Template):**

Please provide a **Budget** using the electronic budget template found on the AAMI website at [www.usg.edu/aami/funding\_opportunities](http://www.usg.edu/aami/funding_opportunities). Specify the respective fund sources (e.g., AAMI grant funds versus matching/institutional funds) for each line item of the budget.

**You must also include a Budget Narrative** (see sample below) containing the specific resources (e.g., staff, equipment, programmatic resources) needed to implement/administer the proposed program. The Budget Narrative should explain the specifics of the line items in the budget template.

***Notes:***

* *AAMI funds should be used for programmatic activities, and* ***not*** *for items such as equipment purchases.*
* *AAMI funding or institutional matching funds* ***may not*** *pay for FICA/fringe benefits if an individual is already in a funded position at the institution, as the institution covers their fringe benefits.*

***Sample AAAMI Program Budget Narrative***

***(One-page limit)***

***Please provide a brief explanation for the line items in your budget. For example, some suggested categories may include:***

***Personnel Expenses:*** *(Dollar amount) is requested to fund two Graduation Assistants. They will be responsible for serving as a liaison with students and faculty/staff, planning events, using social media to communicate with members, conducting surveys, gathering data on student success, and maintaining files and records.*

***Non-Personnel/ Programmatic Expenses: Mentor Training:*** *(Dollar amount) is requested to fund a training session for Graduate Assistants and Mentors to provide these individuals with the proper tools and scripts for working with the AAMI participants.*

***Introductory Seminar for new AAMI members:*** *Two two-hour orientation sessions will help participants learn to balance the demands of school and life. Beverages and snacks at $xx per day will be provided.*

***Parental Engagement:*** *(Dollar amount) is requested to fund one parent reception and two half-day parent workshops at $xxx per day. The parent reception will enable parents to meet faculty and staff, to explore the elements of academic achievement, and gain additional insight on the role parents can play in assisting their children to excel.*

***AAMI Workshops:*** *(Dollar amount) is requested to fund monthly workshops that will occur (September – November and January – April). These workshops will cover topics related to academic success (study skills, library skills, information literacy, and time management) and emotional health (self-reliance, self-esteem, and self-awareness).*

***Group Meetings:*** *(Dollar amount) is requested to cover the expenses of student group meetings. Students will meet regularly to discuss participants’ challenges, identify collaboratively generated solutions, and celebrate triumphs/achievements together.*

***Social Outings and Activities:*** *(Dollar amount) is requested to fund nine social outings and activities. These activities will include leadership development, community service projects, team building activities, social bonding activities, and attendance at events and cultural programs.*

***End of Year Ceremony:*** *(Dollar amount) is requested to fund an end-of-year ceremony. AAMI students who actively participate in the various activities and maintain a previously established minimum GPA will be awarded with a special ceremony at the end of spring semester to which parents are invited and will receive a certificate.*

**Section H - Requested Funding Amount/Institutional Match/Program Sustainability**

**(100-word limit)**

Please cite the specific amount of the funds requested for the grant. The amount requested must be matched (at least equally) dollar-for-dollar by the institution. For example, if the requested grant amount is $10,000, the institution must commit at least $10,000. All funding commitments over and above the match are certainly welcomed. If this is a continuing program, also please indicate what efforts were made to sustain the program beyond AAMI funding since the program’s inception.

***Note:*** *If actual external grant funding has been secured to support the program (e.g., not just an application submitted to the external funder), these funds can be reflected in the institutional match section.* *However, external funds received may not totally replace the required institutional matching funds.*

**University System of Georgia’s African-American Male Initiative (AAMI)**

**Program Funding Proposal**

**Partner Identification Form**

**Please complete this Partner Identification Form for each partnering organization**. Additional copies may be made as needed.

Include with your proposal a **signed** official Letter of Commitment from each Civic Partner **on their letterhead** explaining their specific support and the responsibilities the partnering organization will provide. While only one Civic Partner is mandatory, you may have up to three.

***Note:*** *The Civic Partner is expected to be an external entity. It cannot be an official organization of the institution, e.g. centers, institutes, etc.*

|  |  |  |
| --- | --- | --- |
| **Partner:** | |  |
| **Primary Contact:** | |  |
| **Name:** | |  |
| **Title:** | |  |
| **Street Address:** | |  |
| **City, State, Zip Code:** | |  |
| **Telephone:** | |  |
| **Email Address:** | |  |
| **Type of Organization:** Please check the box that applies. | | |
|  | Educational Entity | |
|  | For-Profit Organization | |
|  | Non-Profit Organization | |
|  | Other (Please describe) | |