

Ingram Alumni Fund Application Instructions

I. Description of Ingram Scholarship Alumni Fund

A. Purpose

The Purpose of the Ingram Alumni Fund is to further the mission of the Ingram Scholarship program by supporting Ingram Scholar and Alumni projects where there is a specific sustainable benefit for the community and where there are limited funds available for the project. The Fund seeks to facilitate the Ingram Scholar or Alumni's continued involvement with the project by providing the necessary funds to implement or otherwise develop the project.

"Sustainable benefit to the community" can be interpreted in two ways:

- 1) **Project sustainability**, whereby the activities involved in the Scholar's self-initiated project continue beyond the Scholar's direct involvement in the project.

Example: Scholar Jennie wants to work with teenagers through a youth development center to get them to think about how they could be problem-solvers in their own community. She uses Alumni Funds to purchase cameras for the teens, and leads them through a three-month curriculum of taking photos of "issues" in their community, and discussing how they might tackle those issues. In the end of the three months, the teens host a public photo gallery, where they share with family, friends, and community leaders their ideas on how to make things better. After Scholar Jennie finishes the project, she leaves the cameras with the youth development staff, who are energized about how the teens responded to the project, and they pledge to lead other youth through the curriculum on a semi-annual basis. *The project continues beyond the Scholar's involvement.*

- 2) **Process sustainability**, whereby the project itself is not designed to continue beyond the Scholar's direct involvement, but the Scholar endeavors to introduce processes or concepts to an organization or group of beneficiaries that meaningfully impact their work/lives.

Example: Scholar James wants to encourage intergenerational dialogue between residents of a veterans' nursing home and students in a Vietnam War class in an urban high school. James teaches the veterans / students interviewing techniques to learn about each others' lives, challenges, experiential wisdom. James uses Alumni Funds to host a storytelling event at the nursing home, where the story partners share each other's "buddy biography reports" and the group talks about how youth and the elderly might interact more meaningfully in their community. There is no plan for the interviews nor storytelling event to continue beyond James's involvement, although there are some "intangible" effects that James sees lasting beyond his participation. He checks in after the project, and hears that some of the

veterans are now guest lecturers at the school, and some students have started volunteering at the nursing home. *The concept of intergenerational understanding continues beyond James's involvement, even though the interview project didn't.*

B. Frequency of allowable application

Ingram Scholars or Alumni may submit an application to the Ingram Alumni Fund once per year.

C. Funding Amount

Generally, Ingram Scholars or Alumni may request up to \$1,500 and up to \$5,000 in matching funds. However, if an amount above this number can be justified by the project, the application must clearly document the need. Regardless of the amount, funds requested should be justified by the detailed project scope and plan.

***Note to Alumni: Fund priority is given to current Ingram Scholar projects.**

II. Criteria for application

A. Prior to applying:

- Applicant must have demonstrated effort to seek funding from sources other than the Ingram Alumni Fund.
- Applicant must have a well-developed plan and budget in place.

B. Application guidelines:

- Must include Ingram Alumni Fund cover sheet.
- Must not exceed 5 pages, double-spaced, typed 12-point font with 1" margins.
- Must include thoughtful responses to all 6 sections of the application.

C. Application process:

- Applications are to be submitted to thomas.davis@vanderbilt.edu.
- Applications will be reviewed by the Ingram Alumni Fund Committee.
- Applications will be accepted or denied within one month of application. During that time, members of the Ingram Alumni Fund Committee may reach out with questions or concerns and ask that applications be revised.

D. Follow up reporting:

Ingram Scholar or Alumni will submit a one page impact report within 1 month of completion of the project. Please be sure to review the evaluation plan you submitted in your approved funding application. To facilitate continuous learning, we prefer that you critically assess the project's implementation and not sugar-coat the results. What went well? What didn't go well? What did you learn and what would you have done differently if implemented again? Remember to interpret the metrics used to evaluate the project. Failure to submit the report on time jeopardizes your ability to apply for future funding.

Ingram Alumni Fund Application

Part I. Summary

In no more than 200 words, provide an overview of the project for which Ingram Alumni Funds are being requested. Include in the description a summary of the issue and the goals of the project.

Part II. Demonstrated Community Need

- Explain broad issue(s) at play and describe particular community need.
- Offer supporting data to verify need.
- Identify historic attempts at solutions.

Part III. Plan to Make a Meaningful Impact

Lay out detailed project plan, including the following:

- Guiding principles or core values
- Specific measurable goals
- Strategies/tactics to achieve those goals
- Timeline

Part IV. Commitment to Sustainability

- Describe your own role in this project, connecting the issue with your own story and passions – personal background, Ingram experience, academic studies, and professional pursuits.
- Identify key partners involved – community organizations, businesses, leaders, volunteers, advisors – and describe their roles and responsibilities in shaping, implementing, and seeing this project through with you.
- Describe how Ingram funds will be used to support the sustainability of your collective efforts over time.

Part V. Evaluation

Describe the process for measuring outcomes upon completion of this project.

Part VI. Budget

Outline all project expenses and demonstrate where Ingram funds will be used to support the project. Conflicts of interest should be disclosed. To promote creativity and innovation, there are no predetermined absolute funding restrictions. Instead, applications will be evaluated based on the justified merit of the proposal.

If you have questions about these guidelines or the application process, please feel free to contact Alumni Fund Committee Co-Chair Thomas Davis at any time at thomas.davis@vanderbilt.edu.

Ingram Alumni Fund Cover Sheet

Ingram Scholar or Alumni Name:

Project Name:

Project Timeline:

Project Budget:

Alumni Fund Request:

Summary Description: (no more than 200 words)

Additional funding requests have been submitted to the following funding sources:

Guide to Scoring Alumni Fund Applications

Applications receiving 10 points will be approved for funding.

Technical Specifications	2 points		0 points
	<ul style="list-style-type: none"> <input type="checkbox"/> Must include Ingram Alumni Fund cover sheet <input type="checkbox"/> Must not exceed 5 pages, double-spaced, typed 12-point font with 1" margins <input type="checkbox"/> Must include project budget that demonstrates where the Alumni Fund support will be used 		<input type="checkbox"/> Technical specifications not met
Demonstrate Community Need	2 points	1 point	0 points
How does the proposed project meet a need in the community?	<ul style="list-style-type: none"> <input type="checkbox"/> Provides deep, critical understanding of community need with ample supporting data or justification 	<ul style="list-style-type: none"> <input type="checkbox"/> Provides some insight into issue and community need, but in vague or lackluster language without much supporting data or justification 	<input type="checkbox"/> Does not convincingly demonstrate community need
Plan to Make a Meaningful Impact	2 points	1 point	0 points
How does the proposed project intend to make a meaningful impact?	<ul style="list-style-type: none"> <input type="checkbox"/> Sets goals that can be measured over time <input type="checkbox"/> Lays out thoughtful and manageable plan to achieve those goals through strong principles and clear set of strategies/tactics 	<ul style="list-style-type: none"> <input type="checkbox"/> Sets goals that can be measured over time <input type="checkbox"/> Lays out potential outcomes but fails to outline specific principles, goals or strategies/tactics to achieve them 	<ul style="list-style-type: none"> <input type="checkbox"/> Does not set goals that can be measured over time <input type="checkbox"/> Does not lay out a coherent plan to make a meaningful impact

Commitment to Sustainability	2 points	1 point	0 points
In what ways does the proposal demonstrate a commitment to project or process sustainability?	<ul style="list-style-type: none"> <li data-bbox="499 215 926 391">❑ Clearly identifies key partners, establishes roles and responsibilities, and points to shared commitment to sustainability <li data-bbox="499 435 926 574">❑ Compellingly connects issue to personal story, Ingram experience, academic studies, or professional pursuits 	<ul style="list-style-type: none"> <li data-bbox="955 215 1442 355">❑ Includes key partners, but may not be clear on roles and responsibilities for making the project succeed over time <li data-bbox="955 435 1442 574">❑ Makes weak connection to personal story, Ingram experience, academic studies, or professional pursuits 	<ul style="list-style-type: none"> <li data-bbox="1472 215 1944 391">❑ Does not involve key partners, delineate clear roles and responsibilities, or share commitment to sustainability with others <li data-bbox="1472 435 1944 574">❑ Makes no connection to personal story, Ingram experience, academic studies, or professional pursuits
Funding	2 points	1 point	0 points
How has the applicant demonstrated limited available funds and a plan to responsibly use funds for the proposed project?	<ul style="list-style-type: none"> <li data-bbox="499 678 926 781">❑ Multiple documented attempts to apply for funds are included in the application <li data-bbox="499 824 926 927">❑ Reasonably detailed project budget is provided with disclosed conflicts of interest <li data-bbox="499 971 926 1143">❑ If conflicts of interest are present, application includes thoughtful plan to insulate project from declared conflicts of interest 	<ul style="list-style-type: none"> <li data-bbox="955 678 1442 781">❑ Review of funding availability without documented attempts to apply for funds <li data-bbox="955 824 1442 889">❑ Budget and/or conflicts of interest are inadequately documented <li data-bbox="955 971 1442 1110">❑ If conflicts of interest are present, application includes incomplete plan to insulate project from declared conflicts of interest 	<ul style="list-style-type: none"> <li data-bbox="1472 678 1944 743">❑ Outside funding opportunities are not considered <li data-bbox="1472 824 1944 889">❑ Budget or conflict of interest are not included <li data-bbox="1472 971 1944 1110">❑ If conflicts of interests are present, application does not include plan to insulate project from conflicts of interest