



Request for Proposals: HxCommunities Small Events Reimbursement Award

Description

Heterodox Academy is fortunate to have over 4,000 members and friends who share the HxA mission of improving education and research by promoting open inquiry, viewpoint diversity, and constructive disagreement. As we continue to grow and develop, we're eager to offer pathways for members to connect with HxA and with each other. In this spirit, HxA launched Heterodox Communities (HxCommunities). This initiative advances heterodoxy within particular fields of study, geographic regions, and other specific academic communities, by providing a space to address the challenges and opportunities unique to each HxCommunities group.

Until now, HxCommunities has primarily functioned as a remote engagement space. However, **we are pleased to share that HxA is now able to provide reimbursement awards of up to \$500 to support in-person HxCommunities events, including mixers and other small convenings.** HxCommunities Small Events Reimbursement Awards are made possible in full through the support of a grant from the John Templeton Foundation.

In recognition of the current restrictions placed on in-person events due to the COVID-19 pandemic, this award has been expanded to support virtual events and meetings. We expect that applicants follow their local guidelines and restrictions on in-person gatherings to ensure the safety of all participants.

Available Funding

Reimbursement awards of up to \$500 each are available to support small events organized by established or developing HxCommunities. Funds may be used for catering, approved print materials, print or online marketing expenses, and/or venue costs for the event. For virtual events, the funds may be used for technology expenses (i.e., the cost of using a web conference application such as Zoom), online marketing (via social media ads, emails to listservs, etc.), speaker invitations, and the cost of sharing materials to event participants via mail. We encourage applicants to use virtual event funding as an opportunity to invite colleagues who might otherwise be unable to attend an HxCommunities event due to geographic limitations.



Application Process

1. Each applicant will submit a completed application through the HxA website. For in-person events: applications should be submitted at least six weeks prior to the proposed event. For virtual events: applications should be submitted at least two weeks prior to the event.
2. The applicant will receive a decision via email from HxA on whether their proposed event is approved for reimbursement. For in-person events: a decision will be made within four weeks. For virtual events: a decision will be made within one week.
3. Payment of the reimbursement award (up to \$500) will be processed upon completion of the event and submission of the Reporting Requirements (outlined below). The award will be mailed as a check to the applicant, using the name and address provided in the Reimbursement Request form.
4. The applicant will maintain communication and share event progress with the Memberships Manager in the weeks leading up to the event. The Memberships Manager will be available via email and phone to assist with questions from current and potential members, suggestions about event logistics and marketing plans, as well as information about post-event reporting (detailed below).

Eligibility

- Each applicant must be an HxA member.
- The applicant must belong to an existing HxCommunity group OR be in the process of forming a new HxCommunity with the Memberships Manager.
- The event must serve the HxCommunity to which the applicant belongs.
- The event must demonstrate support and interest of heterodox values

Evaluation Criteria

Each application will be evaluated on the event's ability to:

- provide an opportunity for scholars with diverse viewpoints to encounter each other in an environment where they feel free to speak up and challenge each other
- lead to increased HxA membership by attracting not only existing HxA members, but also scholars who are not yet members but are curious about the organization and mission
- broadly speaking, have a theme of heterodoxy within a specific community or discipline
 - depending upon the interests of the organizers and the needs identified within the discipline, more nuanced themes may be pursued



Event Ideas

- A virtual coffee break/brunch/happy hour/webinar to discuss how heterodoxy in a discipline can be promoted while teaching online
- A virtual Q&A with a scholar in the Community's discipline that covers heterodox ideas
- A virtual happy hour with a discipline-specific group discussion, such as "representing diverse viewpoints in the Introductory (discipline) course"
- A small panel discussion on campus, such as "mentoring graduate students who ask unorthodox questions"
- A simple mixer at a bar or restaurant with an icebreaker activity about diverse viewpoints

Application Schedule for Calendar Year 2020

Applications will be reviewed on a rolling basis. In most cases, HxA will evaluate and provide a decision within 4 weeks for in-person events or 1 week for virtual events. A brief report (details below) must be submitted to HxA within 30 days of the event date.

Reporting Requirements

Within 30 days of the event taking place, the applicant will be required to provide the following information to HxA:

1. List of event attendees (including full name, email address*, and HxCommunities membership status (Existing, Joined As Result of Event, Non Member) for each attendee).
2. Photographs** from the event (up to 15; screen shots are OK for virtual events)
 - a. Try to capture candid pictures of people engaging in invigorating conversations and action shots of speakers! A few staged photos are OK too.
3. Final budget report including:
 - a. Completed Reimbursement Request form (provided by HxA)
 - b. Copies of all invoices/receipts for expenses
 - c. Any other sources of funding/sponsorship
 - d. An explanation of any variances from the draft budget submitted in the proposal worksheet
4. A brief summary of the event including:
 - a. Details of any speakers
 - b. Any presentation or remarks made to promote HxA and/or HxCommunities
 - c. A 1-paragraph narrative reflection on the value of the event to the particular HxCommunity and/or to HxA's mission
5. Copies of any marketing materials that were distributed before, during, or after the event



This information should be compiled into one PDF and emailed to the Memberships Manager at membership@heterodoxacademy.org within 30 days of the event. Any applicant who does not comply with the Reporting Requirements will not receive their reimbursement award.

**Emails collected during HxCommunities events may be added to HxA's mailing list and will receive periodic emails related to membership and other HxA opportunities. Individuals may unsubscribe from HxA mailing lists at any time.*

***HxA reserves the right to use any photographs submitted for future marketing materials.*

Additional Resources for Reimbursement Award Winners

In addition to the award, all award winners will have access to the following resources:

- HxA marketing materials
 - A slide deck containing information about Heterodox Academy, HxA membership, HxCommunities, and a list of resources freely available on the HxA website
 - Templates for print materials for your event, including:
 - One-Page HxA Guide (who we are, FAQs, etc.)
 - Membership Information Cards
 - Sample language for social media posts about HxA, HxCommunities, and the event
- Mention of the event in the weekly HxA Bulletin, as it relates to the award program

HxA will not provide award winners with the following:

- Any HxA members' contact information (however, HxA will share the event details with members who might be interested in attending)
- A list of HxA members
- HxA will not get involved in logistical coordination of the event (the applicant will be responsible for all planning, expense payments, and potential vendor relationships)

Any questions about this opportunity should be directed to:

Christine Richards, Memberships Manager
membership@heterodoxacademy.org