HxCommunities Flexible Funding Opportunity:
Request for Proposals

About
HxA is pleased to present the HxCommunities Flexible Funding Opportunity as a way to support the great work being done by its network of 5,000+ Members and Affiliates, and 23 Heterodox Communities (HxCommunities).

Available Funding
Grants of up to $30,000 are available to support programs, projects, and events which demonstrate support of and/or have the potential to promote the heterodox values of open inquiry, viewpoint diversity, and constructive disagreement in education.

Eligibility
- The primary applicant must:
  - be a current HxA Member or Affiliate.
  - belong to an existing HxCommunity OR be in the process of forming a new HxCommunity with the Director of Membership. (If you are interested in forming a new community, please email membership@heterodoxacademy.org).
- Generally speaking, the proposed activity must:
  - engage the applicant's HxCommunity.
  - demonstrate support of, and interest in, heterodox values in education.
  - have the potential to increase heterodox values in education.
- A variety of in-person or virtual events, programs, or projects will be considered for funding. Examples of potential activities:
  - HxCommunity mixers (i.e., "meet and greet" events) to promote HxCommunity growth and engagement
  - Conferences or symposiums
  - Panel discussions
  - Research presentations
  - Professional development workshops
  - Guest speaker events
  - Edited volumes
  - Books or other publications
  - Administration of the Campus Expression Survey
- HxA employees (full-time or part-time) are not eligible. Independent contractors are eligible to apply and are subject to the process and evaluation criteria listed here.

Funded programs, projects, or events must take place between January 1, 2021 and July 15, 2022.

Application Submission Platform

Please note: Heterodox Academy uses the online application platform Submittable to receive and review applications for the Flexible Funding Opportunity. Applicants will be notified via Submittable or by email of grant decisions and other information pertaining to their application. Grantees will also use Submittable to submit their Grant Agreement, Grant Reports, and any other requested documents.

Application Process
1. Review the above information carefully to ensure eligibility for this grant.
2. Review the application questions and prepare all necessary information.
3. Complete the application via Submittable (here) at least six weeks prior to the commencement of the proposed activity.
4. Send any questions about the application or application process to the HxA Membership Team at membership@heterodoxacademy.org.

Evaluation
5. All applications will be evaluated using this criterion.
6. Applications which meet this criterion may be invited to an Orientation Call. This call will provide HxA staff the opportunity to confirm the merit of the proposed activity and to provide initial feedback about the proposed activity. If an Orientation Call is required, the Membership Team will contact the applicant to schedule this call.

Funding
7. If approved for funds, the Grantee will receive a Grant Agreement which must be completed and returned to HxA before funding can be distributed.
8. The grant can be awarded to the applicant or to a designated organization (i.e., the applicant's college or university).
    a. If the applicant chooses to have the grant awarded to an organization, the following will be required:
        i. For funds disbursed to a U.S. based college, university, or another 501c3 nonprofit: HxA will need the contact information of a representative of the 501(c)(3) organization receiving the award and a W-9. The representative of the 501(c)(3) organization will need to sign the Grant Agreement.
        ii. For funds disbursed to an organization outside of the U.S.: HxA will need the contact information of a representative of the organization receiving the award and a W-8. The representative of the organization will need to sign the Grant Agreement.
    b. If the applicant chooses to receive the grant directly, the following will be required:
        i. For an individual based in the U.S.:

The recipient will sign the Grant Agreement and receive the funds via check. HxA will need a W-9 form.

    ii.   For an individual based outside the U.S.:

The recipient will sign the Grant Agreement and receive the funds via check. HxA will need a W-8.

9. If the grant award total is $5,000 or less, the funds will be distributed in one installment. If the grant award total is more than $5,000, the funds will be distributed in two installments representing 70% of the total grant in the first installment, and 30% of the grant in the second installment. The second installment will not be disbursed until the interim report is received and approved by HxA. Please read section 3 of "Reporting and Other Requirements for Grantees" to learn more about the Interim Report.

Reporting and Other Requirements for Grantees

1. All grantees and project leads are required to maintain communication with the Membership Team regarding the progress of their activity. Please note: Though HxA will be available for support and feedback, each activity should be determined, planned, and orchestrated by the applicant. This includes the capacity, duration, and location of the event, the scheduling of speakers or panelists, and other specific details.

2. For activities which require marketing (e.g., conferences and other events): The grantee must submit all related marketing materials and other public-facing materials to HxA for approval and credit HxA according to the Grant Agreement.

3. An Interim Report will be required from any grantee receiving a grant of more than $5,000 USD. It is due once the grantee has spent 50% of their approved grant amount in order to receive the final installment of their grant. The final portion of their grant will not be distributed until the Interim Report is received and approved by HxA. The Interim Report should include:

    a. A brief status update on the project describing what activity has taken place, if the project is following the timeline shared in the proposal, and what activity is outstanding.

    b. A review of the original budget (submitted with the proposal) to identify what has been paid, what is outstanding, and when the outstanding payments are anticipated.

    c. Receipts for any funds used by the time the Interim Report is submitted. If funds were spent on something that does not have a receipt (i.e. research time, writing time, etc.), you can simply submit an accounting of time spent on the project.

4. All grantees (regardless of grant amount) will be required to provide a Final Report to HxA within 60 days of the activity taking place or by July 15, 2022, whichever is earlier. This information helps HxA assess the quality of opportunities we provide our members, provides HxA with content and information that can be used to promote additional events, and helps HxA fulfill its own reporting obligations. The Final Report should include:

    a. If applicable, a list of all activity or event participants (including full name, email address*, role in the event (i.e., panelist, attendee, collaborator, etc.) and HxCommunities membership status (i.e., indicate if the attendee is an existing community member). (Please note: All contact information should be collected in accordance with applicable data privacy

laws. Registrants and participants should be notified that contact information will be shared with HxA.)

b. For conferences and other events: Photographs and/or video recordings** (up to 30 photographs; high resolution photos and videos preferred; screen shots and/or recordings are acceptable for virtual events)

c. For edited volumes, curricula, or other published material: a digital copy of the finalized document and information about where the materials will be shared.

d. Finalized budget including all actual expenses (this should be an updated copy of the original budget submitted with the application).

e. Copies of all receipts matching final budget expense amounts.If the funds were spent on something that does not have a receipt (i.e. research time, writing time, etc.), you can simply submit an accounting of time spent on the project.

f. A summary including:

    i. A narrative reflection on the value of the activity to the particular HxCommunity and/or to HxA's mission [250 words]

    ii. Details regarding how the activity advanced conversation within the applicant's HxCommunity. [250 words]

    iii. For conferences and other events: Any presentation or remarks crediting HxA.

g. Copies of any marketing materials or other communications that were distributed about this activity. This may include conference programs, printed or digital flyers, email announcements, screenshots of Facebook or Twitter posts, etc.

Final Reports must be shared with HxA within 60 days of the activity or by July 15, 2022, whichever is earlier. Grantees will receive instructions for submitting this information via Submittable.

Resources for Award Winners

In addition to funding, all Award Winners will have access to the following resources:

- HxA Materials:
  - A slide deck containing information about Heterodox Academy
  - One-Page HxA Guide (who we are, FAQs, etc.)
- Support and feedback from HxA staff

Any questions about this opportunity should be directed to:

HxA Membership Team

membership@heterodoxacademy.org

*Emails collected during HxCommunities activities 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, videos, or information contained in the submitted report for future marketing.

Application Questions

Primary Applicant Information
- First Name
- Last Name
- Email
- Phone
- Primary Affiliation (University, School, or Organization)
- HxCommunities Affiliation
- CV
- Secondary Applicants (If applicable; Include all first and last names)

If your proposal is approved for funding, how do you prefer to have your grant awarded?
(select one)

- To a 501(c)3 organization based in the U.S. (Most U.S. colleges and universities are 501(c)3 organizations.)
- To an organization (e.g., your college or university) located outside of the U.S.
- To myself. I am based in the U.S.
- To myself. I am based outside of the U.S.

All responses are eligible for funding. If you are approved for funding, you will receive additional instructions from HxA about required information and documentation.

Please read the following information carefully so that, in the event you are approved for funding, you have the appropriate information prepared to share with HxA.

- For funds disbursed to a U.S. based college, university, or other 501c3 nonprofit:
  HxA will require a W-9. A representative of the 501(c)(3) organization will need to sign the Grant Agreement. (You will be asked to identify this person in the application.)
- For funds disbursed to an organization outside of the U.S.:
  HxA will require a W-8. A representative of the organization will need to sign the Grant Agreement. (You will be asked to identify this person in the application.)
- For an individual based in the U.S.:
  You will sign the Grant Agreement and receive the funds via check. HxA will require a W-9 form.
- For an individual based outside the U.S.:
  You will sign the Grant Agreement and receive the funds via check. HxA will require a W-8.

For applicants who prefer the funds to be disbursed to an organization:

- ○ Organization Name*
- ○ Please provide the contact information for a representative of your organization. For universities, this may be your contact at the grant office or office of sponsored programs.
    - First Name*
    - Last Name*
    - Title*
    - Email*
    - Phone*
- ○ For 501(c)3 Nonprofits in the U.S.: IRS 501c3 Determination Letter Upload [.jpg, .png, or .pdf]*

Proposal Overview
- Title
- Short project description (75 words)
- Type of activity* (Mixer or other "meet and greet" event, Conference, Panel discussion, Research presentation, Professional development workshop, Guest speaker event, Edited volume, Tool and resource design, Curricula design, Other)
- Explanation for "Other" type of activity (7 words)
- Proposed Start Date
- Proposed End Date
- What are the goals and intentions of your activity? How will you evaluate the activity's success? We recommend providing both quantitative and qualitative success measures. (200 words)
- For events, workshops, conferences, guest speaker events, or other convenings (in-person or virtual):
    - o Location (Briefly summarize where you plan to host this event, including if the venue is confirmed, and any contingency plans. For virtual events, please indicate any platforms or services which will be used to host the event.) (150 words)
    - o Intended Audience (Summarize who will be able to register for this event. (i.e., graduate students, early career academics, full-time faculty, administration, etc.)) (150 words)
    - o Estimated Attendance Count (1-10, 10-20, 20-40, 40-60, 60-80, 80-100, 100+)
    - o Speakers or Presenters (List all speakers or presenters, whether they are confirmed or tentative. Include a 1-sentence biography and a 1-sentence explanation of how each person will add value to the program, and any information available about their presentation/paper/workshop.)
- For other activities: Please provide a description of the project including the anticipated timeline, intended outcome, audience, and if you will have any collaborators. (250 words)

Eligibility

- The proposed activity will be evaluated on the following items. Please check all that apply:*
    - The activity demonstrates support and interest of heterodox values.
    - The activity provides 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.
    - The activity has the potential to increase HxA membership by attracting not only existing members but also scholars who are not yet members and are curious about the organization and its mission.
    - Broadly speaking, the activity has a theme of heterodoxy within your HxCommunity's specific location, discipline, or community.
- Please provide a summary of how your proposed activity meets the criteria checked above. (200 words)

Marketing

- How will you market this program, project, or event?
    - Social Media (Please indicate which platform(s))
        - Facebook
        - Twitter
        - Instagram
        - Listserv
        - Personal Blog or Website
    - Email Invitations
    - Physical Flyers (on campus or otherwise)
    - Other, please explain:
- Does your activity have the potential to promote HxCommunities, HxA, and heterodox values? Please explain.(e.g., by having printed takeaways for event or workshop attendees; by including brief remarks about HxA at the start of any convening; etc.) (200 words)

Budget
Requested Amount of Funding (up to $30,000 USD)

Be prepared to complete [this worksheet](#) to indicate how this funding would be used. Please account for the total requested amount and provide as much detail as possible in both the Budget Upload excel sheet and the written Budget Narrative. Funding is available for many items including (but not limited to) stipends for guest speakers, event venue fees, stipends for designing curriculum, appropriate writer/author fees for developing published materials. Please also note any confirmed or anticipated sources of funding, and any participation or access fees.

Please ensure you are clear, straightforward, and offer a detailed explanation for each of your expenses. When describing payment for services, please detail the rate and frequency of those services within the budget form.

Example of an <u>unclear explanation</u>: development of workshop, $2,050

Example of a <u>detailed explanation</u>:
workshop facilitator fee for 3 workshops x $200 per workshop: $600
workshop curriculum development fee: $700
graphic design fee for workshop marketing, $75/hour for 6 hours: $450
admin time for marketing outreach, $25/hour x 10 hours: $250
digital workshop platform subscription: $50
Total = $2,050

- Do you have any other potential or confirmed sources of funding or in-kind contributions? If yes, please explain. (100 words)

Budget Narrative
Please describe why the expenses listed in your budget worksheet are necessary for this project. Please describe the research you've done into calculating each expenses (i.e. received an estimate from a vendor, researched local rates for a service needed to conduct the project, etc.).

Work Samples
If you have begun work on this project already, or have examples of your work on a similar project, please share samples of your work here.
- Work samples should be relevant to the proposed project.
- Please only submit one work sample per upload field, and do not combine multiple samples into one document upload.
- For books or written material, please do not submit more than 20 pages in total.
- Clearly label the file names

Additional Information
Please provide any other information that you would like HxA to know about your program, project, or event. (150 words)

Evaluation Criteria Worksheet
Applicant Name:
Organization Name (If Applicable):
Date Application Received:
Date of Evaluation:
Evaluator Name:

Part 1: Basic Eligibility Criteria (Incorporated in the Submittable application process)

__ Applicant is an HxA member

__ Applicant belongs to an existing HxCommunity
OR applicant is in the process of forming a new HxCommunity with the Director of Membership

__ The activity serves HxCommunity members and/or HxA Community at large

__ The applicant has provided all of the required application information

If any of these criteria are not met, the application cannot be considered for funding.

If applicable to the proposed project, the following criteria must also be met:

__ For events or other convenings including guest speakers: The speakers have been vetted, appear to align with HxA, and do not raise concern for reputational risk.

Next Step

__ Continue to Part 2 of Evaluation
__ Deny funding based on incomplete application (applicant can re-apply)
__ Deny funding based on misaligned speaker (explanation provided below)

Further Explanation, if needed:

Part 2: Additional Expectations (Completed by Director of Membership and two other HxA staff)

Rating System (1-5 for a total of 25 points)

     5 - Exceptional (The applicant has far exceeded expectations and the proposal truly stands out.)
     4 - Exceeds expectations (The applicant has gone above the minimum expectations.)
     3 - Meets expectations (The minimum expectations have been met.)
     2 - Partially meets expectations (The proposal needs development.)
     1 - Does not meet expectations (Required information was not provided.)

__ The proposal demonstrates support of and commitment to the HxA mission.

__ The applicant has provided clear details as to how the funding will be used, indicates thoughtful planning, and is realistically aligned with the scale of the proposed program, project, or event.

__ The proposed program, project, or event has the potential to increase HxA membership by attracting not only existing HxA members and/or HxCommunity members, but also scholars who are not yet members but are curious about the organization and mission.

__ The proposed program, project, or event has the potential to increase public awareness about HxA, its mission, and the need for viewpoint diversity within higher education.
__ Total Score (All applicants must score at least 12 points to advance to Part 2a.)

For proposals including panelists or presenters:
The panelists/presenters do not pose a reputational risk for HxA. (Yes or No)

Next Step:

__ Advance to Orientation Call (this is a tentative approval, pending a successful Orientation Call)
__ Approve for Funding (with the understanding that the Reporting Guidelines must be met)
__ Deny Funding (explanation below)
__ Other (explanation below; additional information needed, etc.)

Explanation, if needed:

Part 3: Orientation Call (Completed by Director of Membership and two other HxA staff)

Rating System (1-5 for a total of 25 points)

> 5 - Exceptional (The applicant has far exceeded expectations and the proposal truly stands out.)
> 4 - Exceeds expectations (The applicant has gone above the minimum expectations.)
> 3 - Meets expectations (The minimum expectations have been met.)
> 2 - Partially meets expectations (The proposal needs development.)
> 1 - Does not meet expectations (Required information was not provided.)

__ The applicant presented a thorough plan for the proposed program, project, or event. This includes but is not limited to: venue (if applicable), collaborator or guest speaker outreach, project goals and timeline, etc.

__ The applicant presented a thorough marketing plan to promote the proposed program, project, or event.

__ The applicant presented a thoughtful plan to raise awareness about HxA and HxCommunities through the proposed program, project, or event.

__ The applicant shared goals and expectations that align with HxA's mission (to build and cultivate communities of practice, increase public awareness, develop tools and resources, celebrate examples).

__ The applicant appears to have a support system in place to successfully carry out the planning and execution of the proposed activity (such as colleagues, volunteers, other HxCommunity members, etc.).

__ Total Score (All applicants must score at least 15 points to be approved for funding.)

Notes: (Did you have specific questions for the applicant? Were they answered?)

Next Step

__ Approve for Funding (with the understanding that the Reporting Guidelines must be met)
__ Deny Funding (explanation below)
__ Other (explanation below; additional information needed, etc.)

Explanation, if needed: