***NASH CATALYST FUND***

***Refugee Resettlement Initiative Request for Proposals (RFP) Form***

***Application Opens: November 7, 2022***

***Application Closes: Awards will be made on a rolling basis and the application will remain***

***open pending available funding.***

***Contact: Jane Roche, Program Manager, Refugee Resettlement Initiative***

***jane@nash-dc.org***

***STOP:*** *Please refer to the complete Request for Proposals and read it in full before responding to the prompts on this form.*

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| ***NASH Member Endorsement*** – By filling out this section, you certify that this submission has been approved by the system head named below.  |

***NASH Member System:*** Insert system name

***System Head Name:*** Insert title and name here, e.g., “Chancellor Nancy L. Zimpher”

***Approval Date:*** Click or tap to enter a date.

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| ***Project Contact*** – Your project contact should be the subject matter expert on the intervention referred to in the nomination.  |

***Name:*** Insert contact first and last name here

***Title:*** Insert contact title/role here

***Institution/System:*** Insert the institution or system at which the contact holds that title/role

***Preferred Phone:*** XXX-XXX-XXXX[ ]  ***Mobile*** [ ]  ***Office***

***Email:*** Insert contact email address

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| ***Project Summary Details*** |

***Project Title:*** What is the name of the intervention?

***Purpose Statement:*** Provide a one-sentence description of the intervention’s mission

***System(s) or Institution(s) Implementing:*** Where is this intervention currently being implemented?

***Number of Individuals Served:*** How many students/refugees have previously been and are currently being served by this intervention?

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| ***Catalyst Fund Criteria*** |

***Alignment to Catalyst Fund Priorities***

Please indicate which of Power of the Systems priority(ies) your nomination aligns with, if any, in addition to RRI:

[ ]  The Learning Imperative

[ ]  The Talent Imperative

[ ]  The Equity Imperative

[ ]  The Investment Imperative

[ ]  The Systemness Imperative

***Catalyst Fund Level:*** Please indicate the level(s) of Catalyst Fund awards that your project is best aligned with at this stage of implementation by checking the appropriate box(es) below.

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| [ ]  Level 1 | Prove (up to $5,000) - You have implemented an intervention that shows signs of positive impact |
| [ ]  Level 2 | Expand (up to $7,500) - You have tested your concept locally or with another system and have promising results to share |
| [ ]  Level 3 | Analyze (up to $10,000) - You have promising results to share and are requesting funds for a deeper analysis to improve the concept or solve the problem |
| [ ]  Level 4 | Scale (up to $25,000) - Funding to expand the implementation of the identified best practice to all campuses within the system |
| [ ]  Level 5 | Catalyze (up to $50,000) - Funding to expand the best practice across systems |
| [ ]  Other Amount | You may only request an amount different from those listed above in consultation with the RRI team. Amount: Insert amount |

***Scale of Adoption***

From the System’s perspective, what is the current scale of adoption of the nominated intervention?

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| [ ]  Beginning | Practice present in limited ways at the system office or on some campuses |
| [ ]  Emerging | Practice present on a majority of campuses and plans exist to scale activities and build frameworks for campus collaboration |
| [ ]  Established | Practice implemented broadly with some cross-campus collaboration, but significant areas for improvement exist |
| [ ]  Systemness | Practice implemented across the system and at depth that reflects core system priority and supports collaboration and sharing of resources across campuses |

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| ***Attachments*** |

As noted in the RFP, respondents may include 1-page attachments providing a visual timeline of the intervention, an intervention budget, or a visual representation of intervention outcomes. **Respondents requesting more than $10,000 are required to provide a budget.**

Please use the checkboxes below to indicate whether you have included attachments with your application:

[ ]  Methodology Attachment - Timeline

[ ]  Methodology Attachment - Budget

[ ]  Impact Attachment - Outcomes

***[This space intentionally left blank – proceed to next page]***

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| ***Narrative*** – In this section, respondents are asked to fill out each section to the best of your ability. The expectations for the length of responses are guides, not required minimums nor maximums. The narrative section of the document should be no more than 8 pages in 12pt, Times New Roman font, single spaced. That means the final form submitted to NASH should be no more than 10 pages in total.  |

***Executive Summary***

Briefly outline the intent, methodology, and impact of the intervention, focusing on how the demonstrated outcomes contribute to the Refugee Resettlement Initiative and Power of Systems Imperatives as well as the potential for the intervention to be scaled or replicated at additional institutions within or external to the system.

It is recommended that the executive summary be one paragraph.

***Methodology***

* What problem are you trying to solve and why are you well positioned to solve it?
* How was the intervention developed, implemented, and progress monitored?
* What was the timeline for development and implementation and how long was the intervention implemented before demonstrating results? (A visual representation of the timeline may be included as a single page attachment, but is not required.)
* What specific inputs—including financial, human capital, and physical resources—were invested to ensure/support successful outcomes of the intervention? (A budget may be included as a single page attachment, but is only required if you are requesting more than $10,000.)
* If you are requesting more than $10,000, how will Catalyst Funds be used to sustain or scale the intervention?

The methodology section should respond to the questions above to the maximum extent practicable given the current scale of the intervention. It is recommended that the methodology section be at least 1 page.

***Impact***

* What was the intended impact of the intervention and was that intention met or exceeded?
* What were the outputs and outcomes in terms of discrete data points (to the extent available), including the number of individuals supported, improvements to retention, graduation rates, equity and inclusion, and other specific areas that align with the RRI? (You are highly encouraged to provide visual representations of data/impact as a single page attachment in numerical chart form, but it is not required.)
* If you are requesting more than $10,000, what impact do you anticipate Catalyst Funds will have on the desired outcomes?

The impact section should respond to the questions above to the maximum extent practicable given the current scale of the intervention. It is recommended that the impact section be at least 1 page.

***Relevance***

* How does this proposal contribute to current and emerging challenges facing public higher education?
* In this section, respondents **must** indicate alignment with the Refugee Resettlement Initiative (RRI) and **may** indicate alignment with the Power of Systems Imperatives detailed in RFP Appendix A.

The relevance section should respond to the prompt above to the maximum extent practicable and must draw a connection to the Refugee Resettlement Initiative (RRI). It is recommended that the relevance section be no more than 1 page.

***Scalability***

* Provide additional context to the “scale of adoption” rating you chose on page 2 of this form.
* How/could the proposal be scaled to reach more individuals in the populations being served?
* What, if any, are the current obstacles to scaling and how could they be surmounted?

The scalability section should respond to the prompts above to the maximum extent practicable. It is recommended that the scalability section be no more than 1 page.

***Collaboration***

* How does the intervention demonstrate interdisciplinary, cross-functional/programmatic/institution collaboration toward improved outcomes? This collaboration may already be in place or may be a targeted next step.

The collaboration section should respond to the question above to the maximum extent practicable. It is recommended that the collaboration section be no more than 1 page.

***Sustainability***

* What thought has been put into sustaining the work at this stage?
* What conditions would have to be met to ensure short- and long-term sustainability?

The sustainability section should respond to the prompts above to the maximum extent practicable. It is recommended that the sustainability section be no more than 1 page.

***Dissemination***

* How could/is the intervention be/ing replicated within the institution (as relevant), across institutions, and across systems and states?

The dissemination section should respond to the question above to the maximum extent practicable. It is recommended that the dissemination section be no more than 1 page.