



THE LOUIS & HORTENSE RUBIN
COMMUNITY FELLOWS PROGRAM

Preliminary Concept Application

Due February 1st

Please identify the basic features of the project you wish to propose to the Rubin Fellows program. Briefly explain the project's intent and methodology, the audience served, approximate costs, need for faculty release time, and the partnerships to be developed. Members of the Review Board will review Preliminary Applications and selected applicants will then be invited to prepare a full proposal.

Proposal Title:	
Applicant's Agency or Institution:	
Address:	
Contact Person:	Telephone:
Email:	501(c)3: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other _____
Proposed Start Date:	Proposed End Date:
Faculty Partner and Institution (if one has been identified): (If not, Rubin administration will assist in appointing partners after application has been submitted.)	
Population(s) directly benefiting from the project:	

Project Outline: (Please use separate sheet if necessary)

Estimated Budget:

Indirect costs are not allowed. As original parties to the Rubin Community Fellows Project, Emma Willard School, Hudson Valley Community College, The Sage Colleges, and Rensselaer agreed to contribute faculty and other professional staff to Rubin projects. The actual expense of faculty time is not supported through Rubin funds: a stipend for participating faculty is typical, or funding may cover the adjunct costs associated with release of a faculty member to the Rubin project. Projects begin July 1 of the application year and must be completed by June 30 of the following year.

Visit www.sage.edu/rubin for information on the program, a list of funded projects since 1991, and this downloadable form.



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Evaluation Criteria

Each of the Preliminary Concept Applications will be reviewed and rated by selected members of the Rubin Review Board. Each application will be rated according to the following criteria:

- Significance of the proposed activity
- Clarity of the proposal
- Utilization of mentor
- Impact on residents of Rensselaer County
- Feasibility

Based on these ratings, the Rubin Review Board will select concepts which warrant the development of full proposal. Each applicant will be notified by February 15th whether or not the proposal has been selected for full-review. The Rubin administration will work with the applicants in developing the full proposal. In addition to the criteria listed above, the full proposal will be evaluated on the following additional criteria:

- Judicious use of faculty expertise and resources
- Quality of the academic-agency partnership

Final proposals will be due on April 15 of the application year. All applicants will be notified on the awards decision by May 31.