



Preliminary Concept Application Evaluation Criteria

Due February 1st

The purpose of the Program is to assist Rensselaer County agencies in accomplishing their mission by deploying faculty experts to fulfill agency goals. The faculty experts are the key to any grant proposal. Proposals that fully utilize the faculty's expertise, and whose expertise is critical to project success, will get the highest recommendation for funding. The Rubin Administrator will work with the applicants in developing these proposals. Each of the Preliminary Concept Applications will be reviewed and rated by the Rubin Advisory Board according to the following criteria:

- Clarity of the proposal
- Utilization of the Faculty Fellow
- Impact on residents of Rensselaer County
- Feasibility
- Judicious use of faculty expertise and resources
- Quality of the Fellow/agency partnership

Based on these ratings, the Rubin Advisory Board will select concepts which warrant the development of a full proposal. Each applicant will be notified of their proposal status by March 1st. Final proposals will be due on May 1st of the application year. All applicants will be notified of the awards decision by May 15th.

Indirect costs are not allowed. Emma Willard School, Hudson Valley Community College, The Sage Colleges, and Rensselaer agree 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.

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



THE LOUIS & HORTENSE RUBIN
COMMUNITY FELLOWS PROGRAM

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: Yes No Other _____
Proposed Start Date:	Proposed End Date:
Faculty Partner and Institution (if one has been identified):	
Population(s) directly benefiting from the project:	

Project Outline: (Please use separate sheet if necessary)

Estimated Budget:

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