**Preliminary Concept Application**

**Due February 1**

**This application may be submitted via email attachment to** [**rubinfellowship@sage.edu**](mailto:rubinfellowship@sage.edu) **OR via Google form** [**https://forms.gle/dmcFrJTcZANrC7GDA**](https://forms.gle/dmcFrJTcZANrC7GDA)

The **Louis & Hortense Rubin Community Fellows Program** was established in June 1990 with an endowment from the Louis & Hortense Rubin as cooperative venture of Russell Sage College, Rensselaer Polytechnic Institute, Hudson Valley Community College, and Emma Willard School.

The Program supports collaborative projects between faculty and community agencies throughout Rensselaer County. By bringing the expertise of academic professionals to the service of the community agencies, the Rubin Community Fellows Program supports creative solutions to the economic, organizational, social, and managerial problems challenging our community. Projects may address health and well-being, environment/ecology, arts and culture, business and tourism, history, education, and recreation.

We welcome Preliminary Concept Applications from:

* Any 501c3 nonprofit institution, school, or government office in Rensselaer County.
* Faculty from a participating institution: Russell Sage College, Rensselaer Polytechnic Institute, Hudson Valley Community College, or Emma Willard School.

The Rubin Program Administrator (rubinfellowship@sage.edu) is available to:

* Work with applicants to match appropriate faculty and community organization partners.
* Discuss your ideas as you prepare your Preliminary Concept Application.
* Answer questions and provide guidance throughout the entire application and Fellowship process.

Ultimately, all funded projects will be a partnership between a Faculty Fellow and a community organization. Preliminary Concept Applications will be reviewed by the Rubin Advisory Board, and a select number of applicants will be invited to submit a full application.

Timeline

|  |  |
| --- | --- |
| February 1 | Preliminary Concept Applications due |
| March 1 | Preliminary Concept applicants notified of Board decisions |
| May 1 | Full Applications due |
| May 15 | Full Applicants notified of Board decisions |
| July 1-June 30 | Fiscal year for Fellowship activities |

**Preliminary Concept Application**

**Due February 1**

**Please insert information in all sections marked *insert.***

**Proposal Title**

*Insert*

**Faculty Fellow *(if identified)***Name: *Insert*

Title: *Insert*  
Department: *Insert*

Institution: *Insert*

Contact info: *Insert*

**Community Organization *(if identified)***

Organization name: *Insert*

Contact person: *Insert*

Contact info: *Insert*

**Preliminary Project Outline**

Please identify the basic features of your proposed project. Briefly explain the project’s intent, methods, audience served, faculty role, and description of faculty/agency partnership. It is estimated that this outline can be accomplished in 500-750 words.

The proposal will be evaluated on the following components:

* Clarity of the proposal
* Feasibility of the project
* Judicious use of faculty expertise and resources
* Quality of the Fellow/Agency partnership
* Impact on residents of Rensselaer County

*Insert outline here*

**Estimated Budget**Please outline your estimated budget. Depending on the scope and strength of the project, Rubin awards range from $5,000-$40,000. Faculty stipends are part of the total budget, typically $2,000-$5,000 depending on scope of faculty involvement.

All costs must be **direct expenses specific to the proposed project**. Direct costs are those can be specifically identified and explicitly connected to the particular project, such as supplies, honorarium, and hospitality. Indirect costs, such as annual audit, electricity, accountant fees, insurance, are NOT eligible.

*Insert budget here*

**Population(s) directly benefiting from the project:**

*Insert*