**Proposal Framework:**

* This form should be used ***only*** for **Community Planning Handbook** proposals.
* Required elements are assigned point values as indicated for the purpose of scoring submitted proposals.
* All components are required, unless noted otherwise.
* The review of proposals will begin on ***October 21, 2024,*** and continue until a successful proposal is accepted.
* Project directors or entities must be eligible to enter into a contract with an agency of the Commonwealth of Pennsylvania.
* Completed proposals should be sent to: [***commission@rural.pa.gov***](mailto:commission@rural.pa.gov)

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| 1. ***Project Information*** |
| **Project Title:** *Community Planning Handbook*, *Fifth Edition*  **Project Director Name:** Click or tap here to enter text.  **University or Organization:** Click or tap here to enter text.  **Department or Office:** Click or tap here to enter text.  **Address Line:** Click or tap here to enter text.  **City, State, Zip:** Click or tap here to enter text.  **Phone:** Click or tap here to enter text.  **Email:** Click or tap here to enter text.  **Sponsored Research Office (colleges/universities) or Financial Officer (other organizations) contact name, title, and email:** Click or tap here to enter text.  **2025 Estimated Budget** (*$60,000 maximum*)**:**   * Center for Rural Pennsylvania funding requested: $Click or tap here to enter text. * Any other funding (***must*** *include overhead*): $Click or tap here to enter text. * 2025 Budget Total: $Click or tap here to enter text.   **Project Start Date:** Click or tap to enter a date.  **Project End Date:** /2025 |

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| 1. ***Draft Table of Contents*** (10,000 characters/five page maximum - **40 points**) |
| The draft Table of Contents must be annotated and describe the contents of each chapter/section of the Handbook. Each description should be approximately three to five sentences in length. Be sure to include a brief outline of the process by which rural case studies will be selected. The Table of Contents must make clear how the content will empower rural stakeholders to plan for and address the effects of population change over time.  Enter Text Here |

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| 1. ***Community Visioning/Planning Process*** (8,000 characters/four page maximum – **10 points**) |
| Provide a brief outline of the practical steps and components of a community visioning or planning process. Where relevant, outline the tools or resources that could be used in the process. Briefly list and describe the key components and essential actions for empowering stakeholders and ensuring successful *implementation* following that process.    Enter Text Here |

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| 1. ***Background*** (5,000 characters/two ½ page maximum – **10 points**) |
| Describe the extent to which author(s) are: 1) familiar with rural communities; 2) have experience with visioning and planning processes; and 3) are knowledgeable about population change, community development, or promoting growth. List any related projects, experience, or publications.    Enter Text Here |

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| 1. ***Describe how the content and sections of the new, revised Handbook will be different and improved from the*** [***Fourth Edition of the Handbook***](https://www.rural.pa.gov/download.cfm?file=Resources/reports/assets/264/Handbook%20on%20Community%20Visioning%20Fourth%20Edition%202013.pdf)***. Also note how the authors will collaborate or consult with appropriate government offices (e.g., Governor’s Center for Local Government Services, Department of Community and Economic Development, etc.)*** (6,000 characters/three pages – **10 points**) |
| Enter Text Here |

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| 1. ***Project Schedule*** -(**10 points**) |
| **Project Schedule:**  *Using the template below*, provide a complete project schedule. The schedule should include a timeline to illustrate workflow and completion dates of tasks, objectives, goals, and deliverables (add rows and details as needed). Please note, that maximum points will be awarded to projects that can be plausibly completed in six or fewer months.   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Action, goal or deliverable** | *Month 1* | *Month 2* | *Month 3* | *Month 4* | *Month 5* | *Month 6* | *Month 7* | *Month 8* | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |

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| 1. ***Budget and Budget Justification*** -(**10 points**) |
| Submit a budget for the proposed project *using the following budget format;* insert the justification on the next page.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **EXPENDITURE CATEGORIES** | **CENTER FUNDS REQUESTED** | **OTHER FUNDS (CASH)** | **IN KIND FUNDS AND SOURCE** | **TOTAL** | | **PERSONNEL** (INDICATE TITLES, ROLES, ETC.) |  |  |  |  | | **SALARIES/WAGES** |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | **FRINGE BENEFITS** |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | **OTHER -** |  |  |  | | **SUBTOTAL PERSONNEL** |  |  |  |  | |  |  |  |  |  | | **NON-PERSONNEL** |  |  |  | | **TRAVEL** |  |  |  | | **OFFICE SUPPLIES** |  |  |  | | **PRINTING/DUPLICATION** |  |  |  | | **POSTAGE** |  |  |  | | **WORKSHOPS/MEETINGS** |  |  |  | | **MISCELLANEOUS** (SPECIFY) |  |  |  | | **SUBTOTAL**  **NON-PERSONNEL** |  |  |  |  | | **SUBCONTRACTS** |  |  |  |  | | **OVERHEAD/ADMINISTRATIVE** |  |  |  |  | | **OTHER** |  |  |  |  | | **TOTAL BUDGET** |  |  |  |  |     ***Budget Justification*** -(10,000 characters/five page maximum):  Proposals must include a detailed **program and financial justification** for all budget categories and amounts listed on the budget form, and line items for each funding source contributing to the total project cost. This includes cash and in-kind funds. The program justification, entered below, should identify how each budget item supports the work plan. The financial justification shows how each budget figure was calculated.  For example:  *Line item for travel $200.00*    *Program Justification: Travel supports four site visits to conduct interviews for case study counties.*  *Financial Justification: Travel was calculated for 400 miles at $.50/mile.*  Enter Text Here  **Budget Notes:**   1. Release time: The Center will provide payment for release time for faculty based on standards set by the researcher’s institution. Cost reimbursement will be provided at the replacement staff person’s rate of compensation. 2. Summer stipend: If applicable, the Center will provide for payment of summer stipends for faculty or students, based on the project schedule and actual hours worked. 3. Fringe benefits: The Center will pay appropriate fringe benefit costs directly related to the project for faculty, students or staff. However, the Center will not pay for health benefit costs as part of the researchers’ fringe benefits if the researchers’ health care benefits are already provided under their existing employment contract. 4. Student stipend: If students are employed, the Center will cover either a stipend or tuition costs for students working on the project, but not both. 5. Indirect costs: Although the Center does not require matching funds, host universities or organizations must contribute indirect costs to the project. 6. Funding limit: Unless otherwise noted, the Center’s portion of project costs cannot exceed $60,000. |

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| 1. ***Personnel Appendices*** (Please submit as separate attachments – **5 points**) | |
| 1. | **Personnel**. Provide a resume or vitae (one page maximum per person) for the project director(s) or primary investigator and any other project participants or authors. |
| 2. | **Subcontractors**. (2,000 characters/one page maximum)  Identify any subcontractors to be used on the project and justify their role for participating in the project. Applicants must conform to the project director’s organizational policies regarding selection and use of subcontractors.  Enter Text Here |

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| 1. ***Support Appendices*** (Please submit all letters as separate attachments) | |
| 1. | **Administrative Approval** (one page maximum; required, no point value)  The proposal must include a signed letter of approval on the letterhead of the project director’s organization or educational institution. This letter will indicate support of the project director’s research, waive overhead costs, and outline the organization’s total financial commitment of resources and in-kind support to the project. |
| 2. | **Letters of Support** (encouraged – up to **5 points**)  Letters of support from project partners are encouraged (including subcontractors, rural stakeholders) and any others who will *support or contribute* to the success of the project in some manner. |

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| 1. ***Appendix*** (*Optional*/Please submit as a separate attachment - five page maximum, no point value) |
| Researchers may attach an appendix with any additional examples or details of their choosing (e.g., a worksheet and instructions used to guide part of a planning process, or a link to resources that could be used). |