Katherine A. Kendall Institute for International Social Work Education

2022 Request for Grant Proposals

Overview

This is the 2022 grant cycle Request for Proposals (RFP) for the Katherine A. Kendall Institute for International Social Work Education (Kendall Institute).

The Kendall Institute Grant Program facilitates the development of international social work education materials and curricula by helping educators create tools that bring the global context into U.S. social work classrooms. These projects leverage creativity and innovation with existing knowledge and practice to influence the future of international social work education nationwide.

The 2022 grant cycle spans 3 years, July 1, 2022–June 31, 2025. The Kendall Institute will award up to five (5) $10,000 grantees in this cycle.

About CSWE and the Kendall Institute

Council on Social Work Education
CSWE is a national association of social work education programs and individuals that ensures and enhances the quality of social work education. It aims to promote professional practice that supports individual, family, community well-being, and social and economic justice. CSWE pursues this mission in higher education by setting and maintaining national accreditation standards for baccalaureate and master's degree programs in social work, promoting faculty development, engaging in interprofessional and international collaborations, and advocating for social work education and research.

Katherine A. Kendall Institute for International Social Work Education
The Kendall Institute strives to prepare educators, researchers, students, and practitioners for an increasingly global community through its programs and initiatives. Established with contributions for an endowment in honor of international social work icon, Dr. Katherine A. Kendall, the Kendall Institute promotes standards of excellence for international social work. It seeks to integrate relevant concepts into social work curricula to enrich perspectives, understandings, collaboration, and networking within the social work community.

Project Prompts

The Kendall Institute wishes to inspire creativity, ingenuity, and sustainability for the grant projects. Following are some questions to keep in mind when developing the proposal:

- How does this project bring the global context into the U.S. classroom?
- How many students am I reaching with this project? How could I reach more?
- How could other social work educators replicate this project in their own institutions?
- What lasting impact will this project have on international social work education?
- How does this advance the field of international social work education?

Proposals that internationalize and globalize essential elements of the social work curriculum, including human behavior and the social environment, social policy, research, and social work practice are encouraged. Other topics for grant projects may include human rights, social and economic justice, environmental justice, immigration, migration, climate change, globalization, public health, or other suitable issues.

Anticipated Outcomes

The outcomes from the Kendall Institute grant projects will be creative, timely, transferable, and sustainable educational materials that support bringing the global context into U.S. social work classrooms. The completed project deliverables, shared with the CSWE membership via the Kendall Institute website, serve as replicable and sustainable teaching resources that U.S. educators can use in their own institutions.

Rules & Guidelines

This grant is open to all CSWE members, including program members in candidacy. One member of the project team must be a CSWE member throughout the duration of the grant. Projects may include collaboration with community partners or organizations; however, the project lead must be a member of a CSWE member school.

Exclusion Criteria
The Kendall Institute will not consider funding for:
- overhead costs;
- projects for which the primary purpose is travel;
- exclusively research-based projects; or
- projects without tangible, transferable deliverables.

Evaluation & Selection

Evaluation
Grant proposals will be evaluated based on adherence to application criteria, project focus, scope, innovation, and budget to support the project.

Selection
Proposals will be reviewed and selected by an internal CSWE team and the Kendall Institute Advisory Board. Reviews will be guided by a grading rubric based on the proposal criteria and the respective missions of the Kendall Institute and CSWE. During the review process, applicants may be asked to clarify and elaborate on their proposals.

Cohort Format & Continuous Review

Cohort Format
To provide peer support, share expertise, and foster opportunities for networking and community, the Kendall Institute grantees will participate in a cohort model. Grantees will join a cohort Zoom call in each year of the grant cycle to report on their work and offer insights about their project updates and current processes. Grantees will also virtually present their final projects to one another and the CSWE staff. Additionally, the current cohort and previous Kendall Institute grant recipients will have the opportunity to meet at the CSWE Annual Program Meeting (APM).

Continuous Review

Touchpoints
Selected grantees will have a working relationship with the grant administrator, Lorenzo Shaw-Graham, throughout the grant cycle. Grantees will have two key touchpoints during each year of the cycle: (1) the cohort Zoom call and (2) an individual meeting with the program associate (virtual or in-person).

Progress Report
Grantees will submit one progress report prior to receiving the second installment of grant funding and will use the reporting template provided when the project was accepted.

Final Presentation
Grantees will submit their final projects to the program associate via e-mail and present their project to the 2022 cohort and CSWE staff via Zoom in the spring of the final year of the grant (2025). Grantees may have the opportunity to present their final projects at CSWE's APM. Final projects and accompanying deliverables will be posted on the Kendall Institute website for the CSWE membership.

Dissemination of Funds

Initial funds (50% of total) will be disbursed after completion of contract and submission of Information Form. The second installment of funds is not guaranteed but will be offered on completion and approval of the progress report.

Changes to the Project

If any changes are made to the original proposal due to deliberate or unforeseen circumstances, the program associate must be informed immediately to determine whether the new scope of work is approved for the remainder of the grant.

2022 Kendall Institute Grant Cycle-at-a-Glance

Request for proposals released	**February 21, 2022**
Informational webinar	**March 2, 2022**
Proposals due to CSWE	**April 18, 2022**
Awardees notified	**June 2022**
Cohort orientation	**July 2022**
First installment of grant funds disbursed to awardees	**August 2022**
Year 1 Cohort Zoom call	**January 2023**
Year 1 Individual grantee meeting with program associate	**February 2023**
Year 2 Cohort Zoom call	**October 2023**
Midterm progress report due	**December 2023**
Year 2 Individual grantee meeting with program associate	**January 2024**
Second installment of grant funds released	**After review of progress report; January 2024**
Year 3 Cohort Zoom call	**January 2025**
Year 3 Individual grantee meeting with program associate	**January 2025**
Final project/written report submitted	**June 2025**
APM presentation	**November 2025**

**Specific dates will be proposed and scheduled by program associate.

Submission Instructions

Proposal Requirements

- Submit application via online submission form, adhering to specifications outlined below.
- Applicants must complete all sections of application noted in the "Proposal Content" section of the RFP.
- Project budget must be included.
- All attachments should follow guidelines specified in the online submission form.

Submissions are due no later than Monday, April 18, 2022 at 11:59 pm EST. Submissions received after this time or not in compliance with the standards outlined above and below will not be reviewed for submission.

Help Contacts

Any clarifying questions about the RFP or submission may be sent to Lorenzo Shaw-Graham at lgraham@cswe.org. **All clarifying questions on the content of the proposal must be submitted prior to Wednesday, April 13, 2022, at 5:00 pm EST.** Questions regarding the submission process may be submitted at any point during the process.

CSWE will host an informational webinar on Wednesday, March 2, 2022 at 4:00PM EST. The webinar will be facilitated by Lorenzo Shaw-Graham (Program Associate, CSWE) and Peter Szto (Chair, Kendall Institute Advisory Board). Applicants are encouraged to join the webinar to ask questions regarding their proposals to share with the group and receive feedback from the administrators.

Please register in advance to attend this webinar.

Webinar participants will not receive preference in the review process.

Proposal Contents

Grant proposals must include all the following content in the format articulated in the "Instructions for Applicants" section. *A maximum of three pages of addenda (double-spaced) may be included in addition to the proposal.*

Proposals must include these exact sections with section headers.

Proposal Cover Page (example below)
- Name of Project
- Name of Institution
- Project Lead Contact Information
- Project Collaborators Contact Information

Project Abstract (500 words max)
The abstract should present a clear and concise summary of the project. It should include the need for the project, the population it will serve, goals and objectives. Make sure you include the amount of funding that is being sought and how the project will be evaluated to measure its success.

Statement of Need (500 words max)
The statement of need should clearly describe the problem the project addresses, the population it will serve, and how the project will advance international social work education by bringing the global context into the U.S. classroom.

Project Description (1,000 words max)
Describe the project in detail using standard research and project procedures (planning and analysis, design, development, implementation, evaluation). Include specifics on what will be accomplished, evaluation measures, and expected outcomes. Explain how the project will advance international social work education for U.S. students and how it will bring the global context into the U.S. classroom.

Goals and Objectives (500 words max)
Outline project goals and objectives in relation to targeted outcomes. Indicate how goals and objectives will advance international social work education for U.S. students. Include information on future use of the project deliverables and measures.

Transferability and Sustainability (500 words max)
Describe plans for how the project can be used by other social work programs. Discuss how this project can be adapted for different contexts over time.

Timeline (500 words max)
Provide a detailed timeline of the project, including when the project funds will be used. Include the required in-person meetings with the CSWE program associate (see Continuous Review section).

Budget (1 page)
Itemize all expenses for your project. Provide specifics about how funds will enhance or support your tasks and objectives.

Travel funds: The Kendall Institute will not fund projects for which the primary focus is travel. If travel costs are included in your budget, they must be kept to 15% or less of the total budget. Applicants must provide a detailed description of why the travel is critical to the project.

Additional funding sources: The Kendall Institute will consider funding projects that include funding from other sources, such as community partners or organizations. Please include a description of any additional funding or matching sources in this section.

Indirect costs: The Kendall Institute stipulates that there are zero indirect costs associated with this grant. All funds shall be used toward the project directly.

Instructions for Addenda & Attachments

All documents should be typed and saved in forms compatible with the Application Portal (.doc, .docx, .pdf, .xlsx). Be sure to follow criteria below:

- Times New Roman 12 pt. font
- Double-spaced
- 1" Margins
- If necessary, page numbered (bottom center)

Proposal content sections must adhere to the specified word counts.

A maximum of three pages of addenda may be included in addition to the proposal.

Proposals are to be submitted to the online Application Portal no later than Monday, April 18, 2022, at 11:59 pm EST.

Submissions received after this time or not in compliance with the standards outlined above will not be reviewed for submission.