Public Engagement Issue Area Network Initiative

PLANNING GUIDE

This guide parallels the structure of the Proposal Narrative section of the request for proposals for the Public Engagement Issue Area Network Grant Program. The guide is designed to guide the network discussion in ways that can garner the details and information needed to complete the grant application. You are welcome to use this guide if you find it helpful to your network’s work.

PART I. MEMBERSHIP

A. Network Membership: Which staff, faculty, units, institutes, departments, etc. comprise the core membership of the Issue Area Network?

List the names, affiliations, emails and website info for current network members here.

B. Network Anchor: Which unit or units within the membership will serve as the anchor unit(s)? Anchor unit(s) are individuals, groups, units, or centers that have a longstanding, vested interested in the societal issue and can provide the network with access to meeting spaces, available resources, engagement opportunities, community partners, etc.

List the member(s) who will serve as the anchor unit(s). Provide a rationale for their service in this role.
C. **Network Leadership:** Which member(s) of the network will serve as network leaders and take on the responsibility of facilitating the work of the network?

List the member(s) who will serve as the network leader(s). Provide a rationale for their service in this role.

D. **Network Member Responsibilities:** What is the expected contribution that each “member” will make to advancing the network’s goals? What assets does each member bring to the network? What is the scope and extent of responsibilities for each member of the network?

List each member and the contributions that each member can make to building the network and advancing the societal issue. What areas of expertise or topical focus does each member bring?
PART II. CURRENT LANDSCAPE

E. **Network Landscape:** What is the current scale and scope of the engagement work on the issue area that is underway among members of the network? What community-engaged projects are already underway or are in development among the members of the network? What additional information might be needed to develop a more complete catalogue of the existing engagement work on the issue area?

List each member’s community-engaged project that is focused on this societal issue.

F. **Network Strengths:** Given the current work of the members, what are the network’s collective areas of strength to address the societal issue in question?

Develop a list of strengths that can be observed from the collective list of projects identified in Item E.
G. **Network Gaps:** What are some of the gaps in the issue area that the current engagement work is not addressing? For example, is there a topic within the issue area that is important to the community, but is not currently being addressed by any of the members? Might other members need to be sought out to secure fuller network representation? If so, what are plans for accomplishing this?

List any topics within the issue area that might be important to the community, but are not currently being addressed by any of the members.

In light of the topics listed above, list individuals, units, centers, etc. that should be invited to join and help strengthen the network.

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**PART III: GOALS & OUTCOMES**

H. **Issue Area Goals:** What are three to five overarching goals regarding the societal issue area that the network members’ collective work hopes to accomplish? What topics within the societal issue will the network advance? What will the network accomplish that cannot be accomplished alone by individual members?

Given the current engagement efforts and the composition of the network, list three-five overarching goals the network will achieve to advance the societal issue.
I. **Issue Area Outcomes:**
   List a set of specific outcomes regarding impact on the societal issue that the Network will achieve by June 2015.

List longer-term impacts the collective hopes to achieve for the societal issue.

J. **Network Goals and Strength:**
   List some key issues that should be addressed to help secure a strong, sustained network for the issue area.

List some key network goals that will ensure collective action to address the issue area?
PART IV. ACTION STEPS

K. Network Next Steps:
Identify five-seven concrete steps the network will undertake to build a strong network that can accomplish the three to five goals identified in item H. For each step, identify a marker of success.

L. Network Convening:
Describe the network’s plan to connect throughout the year to accomplish its goals and next steps.