

Alliance for Higher Education in Prison Cohort Application Guidelines

The Alliance for Higher Education in Prison invites higher education in prison programs to apply to be part of a two-year cohort. The cohort of twelve programs will serve as co-learners in an on-going national project aimed at understanding the broad landscape of higher education in prison and developing quality standards in the field. Cohort members will contribute to discussions about quality and give real time feedback on the development of the project. The cohorts will also work with one another and with the project leadership team throughout the grant period.

The cohort is being created as part of The Higher Education in Prison Landscape Project, a partnership among the Alliance for Higher Education in Prison, the Research Collaborative for Higher Education in Prison at the University of Utah (Erin Castro, Director), and the University of California Berkeley's Goldman School of Public Policy (Amy Lerman, Professor).

The Alliance for Higher Education in Prison is dedicated to the expansion of quality higher education in prison, empowering students in prison and after release, and shaping public discussion about education and incarceration. The Landscape Project serves the mission of the Alliance by working to understand and report on the landscape of higher education in prison. The primary goals of this project are to support the emerging field of higher education in prison by bringing together aggregate data on programs, create a central hub of information, and work with programs from around the country.

Cohort Application and Launch Timeline

Applications Open:	July 8, 2019
Applications Due:	August 19, 2019 at 11:59pm Pacific Time
Cohorts Selected:	September 20, 2019
First cohort meeting:	November 17, 2019 (at the 2019 National Conference on Higher Education in Prison)

PROGRAM ELIGIBILITY AND RESPONSIBILITIES

The Alliance is looking to work with a diverse group of programs and will recruit a cohort that represents the diversity of the higher education in prison stakeholder community, including credit and non-credit bearing programs, degree and non-degree granting programs, various institutional types, geographic locations, and types of facilities; size of program; diversity of staff, leadership, and program participants; and existing program infrastructure.

Eligible programs must meet the following criteria:

- courses provided to adult (18 years and older) students who have earned a high school diploma, GED, or equivalent secondary credential;
- courses and programs provided in partnership with a postsecondary accredited institution;
- instruction provided by two-year and/or four-year colleges and universities with public, private, or nonprofit status;
- credit or not for credit coursework;
- degree or non-degree granting pathways;
- courses for college preparation.

Participating programs commit to:

- Designate a primary representative within program leadership who will be responsible for the program's participation in this project, including interviews, report reviews, survey responses, participation in meetings, project related assignments, and generally will be responsible for ensuring that the program achieves the participation standards and expectations.
- Participate in two in-person cohort convenings per year.
- Participate in quarterly facilitated cohort web discussions per year.
- Sign-up for the cohort list-serve.
- Assist in setting up one site visit from the project team, including inside the correctional institution and classroom, and including focus groups with students if possible.
- Participate in staff and program leadership interviews and/or focus groups.
- Review and comment on data collection instruments (i.e., annual survey of higher education in prison programs) and draft reports.
- Conduct annual reporting on cohort-related expenditures, project experience, and impact of the cohort.

Participating programs will receive:

- \$25,000 per year for two years (administered by the Alliance for Higher Education in Prison);
- Financial support for attending convenings, including flight and accommodations;
- Support in compiling and submitting project-related data;
- Support in using individual program data to communicate program metrics to funders, stakeholders (internal and external), and other supporters;
- Shared resources, materials, networking and other opportunities that derive from participation in a professional cohort.

PROGRAM SELECTION PROCESS

All applications will be reviewed by the HEP Landscape Project leadership team. Programs will be selected based upon their ability to meet the eligibility criteria, their answers to the narrative questions in the application, and their intended allocations of funding support (prioritizing funding to support direct student services). Programs will also be individually assessed for how they represent diversity within their stakeholder groups and for how programs within the cohort collectively represent the diversity of programs in the field (e.g., 2 or 4-year and/or public or private college/university; modes of engagement; geographic region; sex of program participants; and other program diversity factors).

HOW TO APPLY

Please submit only one application per higher education in prison program, even if the program operates at multiple sites and/or with multiple organizational partners. Applications should come from a designated representative of the current higher education in prison program leadership team.

All applications should be submitted online at:
www.higheredinprison.org/cohortapply

All applications **must** include:

- A completed online application form, which requires uploading
 - budget template
 - budget justification
 - program diversity table

The online application requests the following information:

Name of Applicant:

Applicant's Role/Title:

Applicant Email:

Name of Program:

Name of College/University Partner:

Program Mailing Address:

Program Director Name (if not being submitted by Program Director):

Program Director Email Address (if applicable):

1. Please provide a brief overview of your program, including the mission and vision/values of the program, the type(s) of programs offered, the location(s) at which the program operates, the number of students served, and an overview of institutional partnerships.
(max 300 words)
2. Please provide a brief overview of your program's history, including how long it has been in operation and whether/how it has grown or changed over time.
(max 150 words)
3. Please provide a brief overview of program leadership and structure, including current leaderships' experiences in the field, as well as a description of staff members and other program leadership positions that support program administration.
(max 300 words)
4. Please briefly provide a statement of interest in cohort participation. What do you see as the value of a cohort of prison higher education programs? What do you hope to gain from being part of the cohort? What do you believe you and your program can offer to other programs if selected?
(max 500 words)
5. Please briefly discuss your thoughts about the current state of the field of prison higher education, including the opportunities and challenges that existing prison higher education programs face. What does the field as a whole need and what should the Alliance prioritize as its short and longer-term goal or goals?
(max 500 words)
6. Please briefly outline any potential barriers or limitations that could hinder your ability to participate fully in the cohort, including any concerns about your ability to provide access to student data, facilities, staff or students.
(max 150 words)

Budget and Budget Narrative

A completed budget template should be included with your online application submission. The Alliance will prioritize funding for budget items that provide direct service to students (e.g., teaching salaries and travel reimbursements, books and supplies, tech/lab equipment).

The budget template is divided into the following categories:

- Personnel (e.g., salaries, stipends, or other compensation for staff, teachers,
- Benefits (e.g., state and federal taxes and insurance)
- Travel (e.g., mileage and gas, flights)
- Equipment (e.g., classroom software or hardware)
- Supplies (e.g., books, photocopies, pencils)
- Subcontracts (e.g., Independent consultants, advisors)

- Indirect costs (see the note below for allowable indirect costs) Other -- expenses not covered in the choices provided

A detailed budget narrative should be included with your online proposal submission and should provide an itemized overview of each item in the budget category. The narrative must provide a description of each specific expense included on the budget template. Each proposed expense should be added to the budget template as a whole dollar amount in each year (2019/2020 and 2020/2021).

Additional budget notes:

- Total requested budget must not exceed \$25,000 per year.
- If your proposed expenses include subcontracts, a separate subcontract budget form should be completed for each. The subcontract form has the same categories for expenses.
- Please see the Alliance website for the organization's policy on indirect costs:
<http://www.higheredinprison.org/about-policies.html>

Program Stakeholder Diversity Table

A completed Program Stakeholder Diversity Table should be included as part of your online application submission. The Table asks that you estimate the **number** of each stakeholder category that fits within each demographic group.

Please direct questions about the cohort or cohort application to:

cohort@higheredinprison.org

For more information on the Alliance for Higher Education in Prison, visit:

www.higheredinprison.org