Lower Columbia College Foundation
2020-21 Grant Application

Applications for Exceptional Faculty and/or LCC Foundation Grants due May 8, 2020

The LCC Foundation accepts Exceptional Faculty & LCC Foundation Grant applications once a year. One form is used for both types of grants. Check the appropriate box at the top of the form.

Grants are intended to support projects that promote student learning or that develop services that promote student learning in alignment with the college's "Core Indicators and Themes." Projects should emphasize innovative approaches to teaching and learning and may relate to existing or new programs, courses, or services.

GRANT APPLICATIONS MUST BE APPROVED AND RECEIVED BY THE LCC FOUNDATION OFFICE NO LATER THAN 5:00 PM ON FRIDAY, May 8, 2020.

WHO CAN APPLY?
Exceptional Faculty Grants:
All full-time and part-time faculty are eligible to apply.
LCC Foundation Grants:
All full-time and part-time staff and faculty are eligible to apply.
Note: Some projects may be eligible for funding from both the Exceptional Faculty fund and the Foundation. If you would like to be considered for both grants, check "both" on the application.

QUESTIONS?
Please contact Sheila Burgin in the Foundation office at 360.442.2132 or sburgin@lowercolumbia.edu.

ABOUT THE AWARD
Funds must be expended within a one-year period of awarding, but no later than June 30. Projects are not funded on a recurring or continuing basis. Upon completion of the project, grant recipients will:
- Submit a brief report including a description of the impact of the project on teaching and learning, or on services that promote teaching and learning.
- Evaluate and share project results with appropriate audiences, including the LCC Foundation and the College Trustees.

GRANT REQUEST TYPE: ☐ Exceptional Faculty   ☐ LCC Foundation   ☐ Both

Project Title: _____

Name:_____   Department:_____

Date Submitted:_____   Total Amount Requested: $_____
                                          (See worksheet total page 3)

ABOUT THE APPLICATION

Each grant application should:

- Include a narrative explaining how the project will benefit students, the College, or the community
- Identify the participants involved with the project
- Include a proposed budget (a budget form is included on the application)
- Receive advance approval from the Department Dean, Vice President & IT Director if IT support will be needed for the project

Scoring considerations include, but are not limited to:

- Project involves an innovative approach to teaching and learning
- Project promotes student learning
- Project identifies and addresses the outcomes of the College's Core Indicators and Themes.
- Project states a clear goal with a desired outcome

Part A. Purpose of the Request

1. Briefly describe your project, its goals and your timeline for completion.

2. Explain how the project addresses the College's mission and outcomes. Include a statement of the desired outcomes of your project.

3. Who will benefit from the project and in what way?

Part B. Process

Summarize the work plan you will use to accomplish your goals and outcomes. All projects must be completed by 6/30/2021.

Part C. Evaluation Plan

Describe how you will assess the expected outcomes of your project.

Part D. Budget Summary (Read Notes)

Item	Amount Exceptional Faculty/ FDN Grant	Amount Other Budget Sources	Other Budget Sources (i.e. budget name/number)
Salary/Wages*	$	$	
Equipment**	$	$	
Supplies	$	$	
Travel	$	$	
Other (specify)**	$	$	
Sub-total	$	$	
Total Cost of Project	$		

Please send copies of documentation including receipts and PR's to the Foundation Accountant when grant funds are used for filing and auditing purposes.

*Payroll liabilities (OASI, Medicare, Retirement, and Insurance) must be included in the overall amount of any award for salary or wages. Awards are paid via the LCC Payroll Department. Taxes and benefit expenses are deducted prior to the final disbursement.

 **If you are considering a grant that might require technology support, please communicate with the IT Services department early in the process. They would like to be involved to help evaluate options and find cost effective solutions that are compatible with the college's current equipment and standards. Another thing to consider is the flexibility you want to spend funds. It is best to keep requests generic. For example, requests should not be made for brand-specific products. Instead of writing a proposal for iPads, submit a proposal to use mobile devices. This flexibility keeps options open when the time comes to implement your great ideas.

Part E. Dean or Supervisor Endorsement

Please write a statement of support for this request. What is its priority?

If IT support is required for project completion, please check box and obtain signature of IT Director ☐

Signature of Applicant*   **Date**

Signature of IT Director*   **Date**

Signature of Dean or Supervisor*   **Date**

Signature of Vice President*   **Date**

*Applications may be submitted electronically by the Dean and/or Vice President without handwritten signature to ksprague@lowercolumbia.edu or sburgin@lowercolumbia.edu. The sender's email address will serve as verification of identity.

Additional Comments, if any: