



## Lower Columbia College Foundation 2025-26 Grant Application

### Applications for Exceptional Faculty and/or LCC Foundation Grants due April 30, 2025

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 near the bottom 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 WEDNESDAY, April 30, 2025.

#### 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](mailto: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 agree to:

- 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: \_\_\_\_\_

**Total Project Cost:** \$ \_\_\_\_\_ **Total Grant Funds Requested:** \$ \_\_\_\_\_  
(See worksheet total page 4)

\*The *Total Project Cost & Total Grant Funds Requested* are automatically populated using the worksheet on [page 4](#).

## **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)
- Provide a timeline for use of funds
- Explain what the funds will be used for
- 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 and its goals.

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**

- 1) Summarize the work plan you will use to accomplish your goals and outcomes. All projects must be completed by 6/30/26.

- 2) Please include the timeline for your project and how you intend to use the grant funds.

**Part C. Evaluation Plan**

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

**Part D. Budget Summary (Read Notes)**

Item	Exceptional Faculty/ Foundation Grant Request Amount	Amount from Other Budget Sources	Total Project Cost Per Item	Other Budget Sources (i.e., budget name/number)
Salary/Wages*	\$	\$	\$	
Equipment**	\$	\$	\$	
Supplies	\$	\$	\$	
Travel	\$	\$	\$	
Other (specify)**	\$	\$	\$	
<b>Requested Amount</b>	\$	\$	\$	

\*The *Total Project Cost Per Item* is automatically populated based on the *Exceptional Faculty/Foundation Grant Request Amount* and the *Amount from Other Budget Sources* columns.

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 applying for grant that requires technology support, contact the IT Services department early. They can help evaluate options and find cost-effective solutions that fit the college's current equipment and standards. Please keep your funding requests generic to allow for flexibility instead of asking for brand-specific products. For example, instead of requesting iPads, propose mobile devices. This will provide more options when implementing your ideas.

**Part E. Dean or Supervisor Endorsement**

Please write a statement of support for this request. What is its priority (Low, Medium, High)?

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

**Signature of Applicant\*** **Date**

**Signature of IT Director (if applicable)\*** **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](mailto:ksprague@lowercolumbia.edu) or [sburqin@lowercolumbia.edu](mailto:sburqin@lowercolumbia.edu). The sender's email address will serve as verification of identity.*

*Lower Columbia College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, citizenship or immigration status, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State's Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. All inquiries regarding compliance with Title IX, access, equal opportunity and/or grievance procedures should be directed to Vice President of Foundation, HR & Legal Affairs, 1600 Maple Street, PO Box 3010, Longview, WA 98632, [title9@lowercolumbia.edu](mailto:title9@lowercolumbia.edu), Phone number, (360) 442-2120, Phone number/TTY (800) 833-6388.*