



Lower Columbia College Foundation 2024-25 Grant Application

Applications for Exceptional Faculty and/or LCC Foundation Grants due April 29, 2024

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 MONDAY, April 29, 2024.

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 Grant Funds Requested: \$ _____
(Auto-populates from the sum of values in the worksheet located on 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 6/30/25.

Part C. Evaluation Plan

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

Part D. Budget Summary (Read Notes)

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

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 (Low, Medium, High)?

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:

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, Phone number, (360) 442-2120, Phone number/TTY (800) 833-6388.