

THE FOUNDATION
at MONROE COUNTY COMMUNITY COLLEGE

2017 Enhancement Grants Program

**Application
Packet**

General Description

The Foundation launched the Enhancement Grants Program in 2002 to assist faculty, staff, and students by providing funding for the development and implementation of innovative projects that support the MCCC Mission. Since the program's inception, The Foundation has awarded over \$250,000, funding 204 worthy projects. The Foundation seeks to finance projects not normally covered by the College budget or by other internal sources of funding. The grants program puts an emphasis on spurring creative and innovative ideas, which have a visible and substantive impact on campus and/or in the community.

Funding

- Total amount available: \$15,000
- Applications may be submitted for amounts from \$250 - \$3,000

Funding for the Enhancement Grants Program is provided through unrestricted gifts to The Foundation at Monroe County Community College or through gifts designated to the Enhancement Grants Program.

Criteria and Expectations

Projects should promote one or more of MCCC's Strategic Plan priorities:

- **Educational Excellence**
 - Student Success
 - Higher Educational Opportunities
 - Campus Environment
 - Cultural Enrichment
 - Technology
 - Staff Development
- **Evidence-Based Culture**
 - Planning
 - Assessment
 - Evaluation
- **Resource Management**
 - Integrity
 - Physical Resources
 - Accessibility
 - Human Resources
 - Financial Resources
- **Governance**
 - Shared Governance
 - Communication
 - Transparency
 - Engagement
- **Partnerships**
 - Community Engagement
 - Service Learning
 - Accountability

The Foundation at MCCC supports initiatives in the following categories:

Enhancement Grants Program applications are required to conform to one of three criteria. Applicants are asked to select the one criterion that best fits their initiative and justify how the project, if funded, will achieve the overarching objective:

- I. Community Engagement – An initiative under this criterion builds bridges between the campus community and the greater community, strengthening ties and providing value to both.
- II. Campus Innovation – An initiative under this criterion improves the quality of campus life for students, employees and guests through new and creative endeavors.
- III. Educational Enrichment – An initiative under this criterion enhances learning opportunities for students through unconventional or unique course materials, technologies, equipment, programs, experiences, or other means.

Applications featuring one or more of the following components will be given preference:

- Applications of a **creative and innovative nature** will be given the highest preference.
- Projects not normally covered by the College budget or by other internal sources of funding.
- Initiatives where the grant will have a visible and substantive impact.
- Is cross-collaborative between divisions, campus groups, or outside community interests.

The Foundation at MCCC does not support the following:

1. Professional development for faculty and staff and/or for faculty and staff stipends.
2. Incentives or gifts.

Visit www.monroecc.edu/foundation for a list of recently funded projects.

Enhancement grant recipients will be required to complete a Final Report to The Foundation and to disseminate the results of the project as defined in the project's Dissemination Plan.

NOTE: APPLICATIONS MUST BE THOROUGHLY COMPLETED AND SUBMITTED ELECTRONICALLY TO AN AREA SUPERVISOR OR DEAN BEFORE THE GRANT DEADLINE TO QUALIFY FOR FUNDING CONSIDERATION. APPROVED APPLICATIONS MUST BE FOWARDED BY THE SUPERVISOR/DEAN TO THE AREA VICE PRESIDENT BY THE DEADLINE TO BE ELIGIBLE FOR FUNDING CONSIDERATION.

Evaluation of Grant Applications

A review committee will read the grant proposals and select the grant recipients. Applicants may be interviewed and will be notified within two weeks of the due date of the application if their grant will be funded.

Deadlines

Application Forms Released.....	March 6
Application Deadline.....	April 7

NOTE: It is strongly recommended that applicants submit the completed application to their area Supervisor or Dean prior to April 18 to ensure that the application receives the necessary administrative approvals required for final submission.

Announcement Ceremony.....	April 26
2017 Funding Becomes Available.....	July 1
2017 Funding Must be Expended.....	June 30, 2018

Questions

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Submission Checklist

Before emailing your final application, please complete the following checklist to ensure your application is ready for submission.

- Part I Project Narrative – A Word document limited to no more than five (5) pages describing your project according to the application instructions is attached.
- The Application Packet is attached.
 - Part II Application Form – Your form has been thoroughly completed with all relevant information filled in. *(Please attempt to fill in digital form and save rather than printing and completing the application by hand)*
 - Part III Budget Report – Preliminary budget estimates are provided. You do not need to sign this form until closure of the grant.
- Administrative Approvals – All applications must be submitted via email to an area Supervisor or Dean for his or her review PRIOR to the application deadline. If approved, the Supervisor or Dean will forward the application to the appropriate Vice President for final review and approval. The Vice Presidents are responsible for submitting all approved applications directly to The Foundation office for funding consideration.

Part I — Project Narrative

Please submit your completed project narrative in a Word document.

Limit five (5) pages, double spaced, 12 point font.

1. Project Title

Brief Description of Project.

2. Enhancement Grants Funding Category

Identify the funding category that best fits your application (Community Engagement, Campus Innovation, or Educational Enrichment), and describe why your application meets that objective. Preference will be given to applications that clearly and convincingly explain why the initiative is creative and innovative. Include if the project, or any aspect of it, is a new initiative.

3. Statement of Need and Goals

A. Need: Describe the underlying issue, problem or question to be addressed by this project. What is the significance of this issue, problem, or question? How was the need identified? Is there supporting data?

B. Goals: Describe what you hope to accomplish and the steps you will take to accomplish the goals.

4. Target Group and Benefits

What subject area or group will be the focus/target for your project? Briefly summarize the benefits for the target group and discuss how your project will improve and enhance learning and list the intended student learning outcomes.

5. Objectives

How does the project address the College's Strategic Plan priorities? What is the lifespan of the project: Will it have a long-term effect?

6. Methods and Procedures

What specific activities will be involved in the project?

7. Assessment Plan

How will you determine whether or not this project is successful or creates the impact you wish? Describe the information you will collect to verify the degree to which the project has met its goals and objectives.

8. Dissemination Plan

Describe a plan for sharing your project with others. Who will receive the information? How? When?

Part II — Application Form

Project Title: _____

Project Leader: _____

Address: _____

Daytime Phone No. _____ Evening Phone No. _____

MCCC Division/Department: _____

Total Amount Requested: _____ Will you accept partial funding? Yes No

Has this project received funding through the college budget or other internal sources in the past?

Yes No

If yes, list those sources and amounts: _____

Are other funding sources currently available to this project? Yes No

If yes, list those sources and amounts: _____

Have you previously received Enhancement Grants Program funding? Yes No

If yes, please list dates and project titles, and amounts: _____

Estimated Duration of Project: (dates) From _____ To _____

Estimated Number of Persons Benefited by the Project: _____

If you are requesting grant funds for a field trip or club activity, how many students/faculty will participate: _____

Primary Funding Category (*Select only one*)

Community Engagement Campus Innovation Educational Enrichment

This section is to be completed by the review committee.

Received on: ____/____/____

Project to be funded: Yes No

Assigned Project Number: _____

Amount to be funded: \$ _____

Reviewed by committee on: ____/____/____

COMMENTS: _____

Part III — Budget

Project Title:	Grant Number:	
Applicant:		
Contact Information:		
Estimated Duration of Project:		
Date of Grant Project Completion:		
Budget – Expense Report		
Expenses	Please list all expenses by category.	ESTIMATED EXPENSES
	Advertising	
	Articulation	
	Capital Outlay (Equipment)	
	Contracted Services	
	Duplicating/Printing (On Campus)	
	Field Trips	
	Food & Beverage At Event	
	General Scholarships	
	General Supplies	
	Instructional Materials	
	Rentals	
	Outside Printing (Off Campus)	
	Other Rentals (Equipment)	
	Postage	
	Rent of Space (Off Campus)	
	Training	
	Travel Expenses	
Total Expended		
Grant Award (Total Amount Awarded):		
Less Expenses Itemized Above:		
Total to be Returned to The Foundation: <i>(Please list \$0 if all funds were expended.)</i>		
<i>Please complete and return to the The Foundation Office upon completion of the Grant.</i>		
Signature		
Date		