



WORK COLLEGES CONSORTIUM

2018 FACULTY & STAFF GRANT GUIDELINES

The **Work Colleges Consortium** (WCC) is offering up to a total of nine individual and collaborative grants to faculty members and/or staff who undertake an experiential, creative, and/or scholarly/research project. Grant projects should enhance the learning environment, support learning outcomes and student development, and promote a model to other educators.

The grants are being offered to help strengthen the integration and relationship of work-learning on our campuses while also supporting the mission of the Consortium. Grants will support and encourage faculty and/or staff engagement in the area of work-learning. A total of nine \$3,000 awards (one per campus and one at-large) are available to support summer and academic year projects. In the event that a school does not submit a grant application, the award may be redirected to the next qualified applicant.

ELIGIBILITY

Must be continuing full time faculty and/or staff currently employed at one of the eight schools in the Work Colleges Consortium.

TO APPLY

Provide a project abstract and rationale (250 words) and a narrative summary of no more than three pages (1,500 words) describing how the award will be used.

The narrative summary should include:

- An explanation of the project and a summary of the procedure
- An indication of how the project will incorporate and promote the integration of work and learning
- An explanation of how the project incorporates student involvement and the role of the student(s) in the project
- An explanation of how the project will benefit you, your department and/or your institution, and serve as a model to others (should address broader campus impact in areas of work-learning)
- A list of project goals and objectives and how they will be assessed or measured
- How you will incorporate and assess student learning outcomes
- How you intend to disseminate the information both internally and externally

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WORK COLLEGES CONSORTIUM
CPO 2163
BEREA, KENTUCKY 40404

P: 859.985.3156
E: ROBIN@WORKCOLLEGES.ORG
W: WORKCOLLEGES.ORG



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LETTERS OF SUPPORT

Please provide letters of support from both your Academic Dean and Work Dean.

BUDGET AND JUSTIFICATION

Please provide a line item budget with a brief justification of how the items support the project goals. Funding is available for a variety of project costs including:

- Acquisition of project materials
- Editorial support
- Travel (costs as they relate to presenting at conferences, etc.)
- Stipends
- And other costs relevant to the project

Note: Grant funding will be awarded in two installments. The initial installment will be provided within three weeks of approval, with the remaining amount paid upon completion of the post project report. For example: If a \$3,000 grant is awarded, \$2,500 will be paid in the first installment and the remaining \$500 paid upon project completion.

TIMELINE

Implementation should be completed within 18 months of the start date. An additional 5 months is allowed for presentation to an external audience. The entire project must be completed within 23 months.

Provide a general timeline for the expected length of the project, including the projected roles and responsibilities of others involved in the project, when you expect to begin, and when you expect to complete the project.

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PROJECT EVALUATION

Proposals will be evaluated using the attached rubric, which is included for your reference only. The committee reserves the right to request revisions prior to the grant award. Revisions will be completed within 30 days.

PROJECT REQUIREMENTS AND FOLLOW UP

You will be required to complete the following:

- Submit a post project report (see attached)
- Submit a project abstract or summary (300 to 400 words) with photographs or other visual documentation to be posted on the WCC website
- Presentation on-campus to faculty, staff, and/or students
- Presentation to an external audience (e.g., conference presentation, publication)

Your final award payment will be provided after these items are submitted to the WCC office.

IMPORTANT DATES

- June 29, 2018 – Proposals due
- August 31, 2018 – Recipients announced
- March 31, 2020 – Project completed
- August 1, 2020 – Presentation to external audience may occur anytime during the 23 months but must be completed by this date
- August 1, 2020 – Post project report due

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APPLICATION INSTRUCTIONS

Applications must be submitted **both by e-mail and hard copy.**

- Electronic copy is due by June 29, 2018. E-mail must include application and supporting materials.
- Hard copy must include signature and supporting materials and must be postmarked by June 29, 2018.
- Submit materials to:

Robin Taffler, Executive Director

Work Colleges Consortium

CPO 2163

Berea, KY 40404

robin@workcolleges.org

Phone: 859.985.3156

For questions, please contact your campus liaison or the Work Colleges Consortium.

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FACULTY/STAFF GRANT APPLICATION

APPLICANT INFORMATION

Applicant(s) Name: _____

Institution Name: _____

Department: _____

Title/Position: _____

CONTACT INFORMATION

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

PROJECT TITLE:

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INSTITUTIONAL APPROVAL (ACADEMIC DEAN OR PROVOST)

Printed Name: _____

Title: _____

Signature: _____

Date: _____

CHECKLIST

Please submit the following materials by June 29, 2018

- | | |
|---|---|
| <input type="checkbox"/> Application | <input type="checkbox"/> Narrative |
| <input type="checkbox"/> Institutional Approval | <input type="checkbox"/> Timeline |
| <input type="checkbox"/> Budget | <input type="checkbox"/> Curriculum Vitae |
| <input type="checkbox"/> Letter of Support | |



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WCC FACULTY STAFF GRANT BUDGET WORKSHEET

<i>Item</i>	<i>Cost</i>
Acquisition of research materials	
Editorial Support	
Travel (directly related to project or presentation)	
Stipends	
And other costs relevant to project (please specify):	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
Total	

PLEASE ADD ANY COMMENTS OR ADDITIONAL EXPLANATION THAT MAY BE NECESSARY:

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POST PROJECT REPORT

Post project report should be submitted within 30 days upon completion of your presentation. Submission of this report is required to receive your last payment. Please answer the following questions on a separate word document and submit electronically to robin@workcolleges.org.

1. Did you meet the goals and objectives in your project proposal?
2. What have you learned?
3. Who else was engaged in your project?
4. Please provide relevant documentation on how your project was shared with an outside audience (conference brochure, copy of article or publication, etc).
5. Please provide direct and indirect evidence that supports and indicates the integration of work and learning.
6. Please provide an accounting (original receipts and invoices) of how grant funds were used.
7. Attach appropriate documentation.
8. Were there any significant modifications made to the project? If so, please describe.
9. Were any post-presentation/post-publication inquiries received (either to you as the presenter or author or to your institution)? Please elaborate.
10. Are there any next steps from this project?

COMMENTS AND REVIEW OF GRANT PROCESS

1. Do you have any comments and /or suggestions about the application and submission process?
2. Was the communication from the WCC regarding the process clear?
3. Did you encounter any glitches?
4. Other Comments

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Applicant's Name: _____

Institution: _____

GRANT PROPOSAL'S RUBRIC

HOW WELL DOES THE APPLICANT'S PROPOSAL MEET THE FOLLOWING CRITERIA AND PARAMETERS OF THE GRANT?		EXCELLENT 4	VERY GOOD 3	GOOD 2	SATISFACTORY 1	UNSATISFACTORY 0	NUMBER OF POINTS AWARDED
1	Provided a project abstract and a rationale for the project.						
2	Provided an explanation of the project and a summary of the procedure.						
3	Indicated how the project will incorporate and promote the integration of work and learning.						
4	Provided an explanation of how the project will incorporate student involvement and the role of the student(s) in the project.						
5	Provided an explanation of how the project will benefit the individual, department, and/or the institution and serve as a model to others (should address broader campus impact in areas of work-learning).						
6	Provided a list of project goals and objectives and how they will be assessed or measured.						
7	Indicated how student learning outcomes will be incorporated and assessed.						
8	Indicated how the information will be disseminated both internally and externally.						
9	Provided a line item budget with a brief justification of how the items support the project goals.						
						Total Points Awarded	

Reviewer's Initials: _____