

KELLOGG COMMUNITY COLLEGE FOUNDATION

PROGRAM INITIATIVE GRANT GUIDELINES

PURPOSE

Program Initiative Grants support the mission of the Kellogg Community College Foundation to enhance quality of education while building stronger communities. Awards are available for educational grant opportunities developed by Kellogg Community College faculty, staff, and retirees for the benefit of KCC students.

FUNDING

Program Initiative Grants are funded through the KCC Foundation. Applications are accepted bi-annually by the KCC Foundation in April and December for award the following academic year. Deadline dates vary each year. A KCC Broadcast Email will outline deadlines as they are determined.

ELIGIBILITY

Qualifying KCC employees and guidelines include:

- Regular (full or part-time) employees: faculty, administrators, support staff, maintenance personnel, and retirees.
- Applicant must be employed for a minimum of one year; having completed the employment probationary period.
- Applicant may not be on a leave of absence.
- Requires support from Department Chair, Dean, or Director.

REQUIREMENTS

- Grants may not be used for substitute pay, student subsidy, or travel expenses.
- Grant awards will be distributed according to guidelines established by KCC Foundation and Kellogg Community College.
- Program Grant Initiative recipients are required to provide a verbal report half-way through the award semester and submit a summary report of the grant award to the KCC Foundation within 15 days upon completion.
- Grant disbursement must occur within KCC Foundation's fiscal year in which the grant has been awarded.
- All requests for grant award requisitions must be submitted to the KCC Foundation.

PROPOSAL DETAILS

1. Explain how proposed grant project or activity supports the instructional goals established by Kellogg Community College.

How will student learning and success in the classroom and/or college service area be impacted?

- Increased learning resulting in better academics
- Improved student retention and involvement in the classroom
- Positive student/ instructor feedback and interaction

Describe how you will demonstrate positive assessments that benefit the students.

- Surveys/evaluations
- Compare retention/success/grades between courses
- Changes in assessment tools

2. How do you plan to share your experience with KCC colleagues, student body, and the wider College community?

- Demonstrate how the proposal might benefit others on campus and within the community. Explain how you propose to share what you have learned.

3. Describe how the proposal will support any of the following:

- Community Outreach, Partnerships
- Developmental Education
- Diversity and Equality
- Flexible Learning
- Lifelong Learning
- Transfer and Articulation
- Workforce Development

4. Describe how the proposal will support any of the following:

- Improve design, delivery, and assessment of curricula or services
- Re-design KCC services to increase learner success
- Cultivate campus environment to promote full development of College employees, with a strong shared purpose of work and learning
- Support learning and increase efficiency of systems and processes through progressive application of technological tools
- Support responsible financial resources to the benefit of the College

5. Will undertaking this proposal result in any cancelled classes or require an absence from work? Explain in detail what plans have been made with your department head to manage a schedule change or an absence.

6. Provide a concise budget necessary to implement the proposal; include an acceptable budget for partial and full funding.
7. Give details if you have requested additional financial support from other sources.
8. Provide any additional information you believe will support your proposal.

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**PROGRAM INITIATIVE GRANT
APPLICATION FORM**

APPLICANT INFORMATION

Name _____

Department _____ Phone _____

Job Title _____

Name or type of proposed program:

Semester or date when initiative will begin:

Signature of Department Chair, Dean, or Director:

_____ Date _____

Have you been awarded KCC Foundation Program Initiative Grant previously? Yes No

If yes, list the date and Program Initiative: _____

