

Learning and Teaching Excellence

Mini-Grant Program Overview

In an effort to provide resources to full-time and adjunct faculty to support student success, the Tri-C Foundation has established the *Learning and Teaching Excellence Mini-Grant Program*.

The mission of the Tri-C Foundation is to provide resources for advancing student success at Cuyahoga Community College and to transform the lives of those Tri-C serves.



Mini-Grant Program Description and Goals

The goal of this grant program is to support classroom development and enhancement, and increase student support that impact classroom success, accelerate students' ability to demonstrate workplace preparedness and facilitate job placement and career counseling.

Eligibility:

Tri-C Foundation mini-grants are open to both full-time and adjunct faculty, and program managers or program directors, whose proposed project fills a short-term need for our students, and also has a direct connection to the College's Mission, Vision and Values and Vision 2030.

Possible uses for a mini-grant (not inclusive):

- Short-term classroom and course-related needs that impact student success
- Educational enrichment for students, i.e. experiential learning, field trips, lecture series, etc., that enhance the classroom experience
- Program and classroom development and enhancement
- Virtual teaching enhancement

Unallowable Costs:

- Direct assistance to students (scholarships, tuition, fees, insurance)
- Personnel expenses
- Professional Development

- General Classroom Supplies will not be considered – supplies for a unique project are allowable.
- Laptops, tablets and other technology devices for faculty use

A Note on Equipment requests:

- If you are requesting funding for equipment, please reach out to Robyn Herr to confirm that the request is appropriate to apply through the LTE Mini-Grant before submitting an application.
- The Foundation office will confirm with your dean regarding alternative budget availability for any equipment requests before an application can be considered.

Learning and Teaching Excellence Mini Grant Process

a. General Rules

- The Tri-C Foundation may award one grant per applicant for a single 12-month period.
- No single grant may be in excess of \$5,000. (Average grant award: \$1,500 – \$2,500)
- Funds will be available at the beginning of the fiscal year and will be awarded on a rolling basis until all funds have been awarded.

b. Submission Rules

- Requests from both full-time and adjunct faculty, and program managers or program directors, may be considered.
- Renewal requests for previously funded proposals **will not** be considered for the same project.
- All submissions must be approved by the appropriate supervising Dean.
- Preference will be made for collaborative projects between two or more faculty members and/or departments.
- Expenses that will not be considered:
 1. Professional development
 2. Personnel expenses
 3. Direct Assistance to students (scholarships, tuition, fees, insurance)
 4. Laptops or tablets
- The entire financial award must be fully spent within twelve months.

c. Submission Process

- Complete the online grant application: [Tri-C Learning and Teaching Excellence Mini-Grant Program – Fill out form](#)

d. Approval Process

- All applicants will be notified in writing if their application has been accepted or declined.
- A review committee meets monthly to make recommendations for funding.

Evaluation

At the conclusion of the grant period (twelve months from the award date) grant recipients will be asked to complete an evaluation of the mini-grant. A link to the report form is here: [Learning and Teaching Excellence Mini-Grant Reporting Form – Fill out form](#)

1. How many students were impacted by the funds from this mini-grant?
2. Did the project complete the objectives outlined in the grant proposal?
 - a. If yes, please describe how you achieved your outcomes.
 - b. If no, what do you believe is the reason? What would you do differently or plan to do in the future to achieve the objectives?
3. Will you make any changes to your course or program based on the results of this mini-grant?
4. How did this grant impact student success in your courses?
5. Did this grant give you ideas for other needs that require funding? Could your project use more funding to grow? Are you interested in pursuing additional funds for this or similar projects? The Tri-C Foundation may be able to support you in future grant requests. Please tell us about your grant idea.
 - a. Note: funding is not guaranteed, and is contingent on alignment with donor interests/available funding. Your idea could be for an LTE project, or an idea that is beyond the scope of the LTE. Foundation staff may contact you for more information.
6. Please share any student testimonials about their experience with the activities of this grant.
7. Photos and other materials can also be emailed to robyn.herr@tri-c.edu.

Learning and Teaching Excellence Mini-Grant Program Grant Proposal Questions

Contact Information

1. **Name:**

2. **Campus/Department**

3. **Phone:**

4. **Email:**

5. **Project Need**

What short-term need will this project fulfill? How does this project contribute to student success?

6. **Project/Activity Description**

Please explain the project. How will this project meet the need you described? How does it increase student engagement, student learning and/or student completion? Please indicate the course(s) and or program which this project will support. Approximately how many students will be impacted by this project? Please be as detailed as possible.

7. **Project Outcomes/Objectives**

Complete the following statement: “At the end of this project, I expect my students to...” Answers should be measurable statements that tie to addressing the need.

8. **Implementation Strategy and Timeline**

Project Start Date: _____

Project End Date: _____

9. **Implementation Description**

Describe how you will implement the project, including a detailed timeline.

10. **Assessment Plan**

How will you know your students have met the planned Outcomes/Objectives? How will you measure their progress?

11. **Student Success**

Describe how this project will impact student success.

12. **Strategic Plan Relevance**

Describe how the project aligns with the College’s Mission, Vision and Values.

See www.tri-c.edu/about/mission.html

Proposed Budget

Each award is a one-time grant. If your project is selected, the funding must be completely expended within twelve months (unless agreed upon with the Tri-C Foundation).

13. Budget Narrative

Please tell us how you will use the money from this grant. Please list and describe all non-personnel expenses and how the requested funds will be used. Please be as detailed as possible.

Please note: No personnel funds will be awarded for the mini-grant, including ESUs.

14. Optional: Upload a budget for your proposed project. You may also upload any quotes you have received to support your budget narrative.

You may also attach any pertinent files related to your proposal.

15. Dean Approval:

Please share the name of your dean. They will be contacted to approve your proposal before it is considered.

Any questions? Contact Robyn Herr, Director, Scholarships, Tri-C Foundation at 216-987-0213.