

Learning and Teaching Excellence Mini-Grant Program

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 program development and enhancement, and increase student support services that increase 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 Strategic Plan to promote Access, Equity and Success under the pillars of Student Experience, Community, Affordability, Brand/Image and Workforce.

Possible uses for a mini-grant:

- 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 development and enhancement

Unallowable Costs:

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

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.
- Proposals previously funded will not be considered for renewal 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. Personal expenses
 3. Direct Assistance to students (scholarships, tuition, fees, insurance)
- The entire financial award must be fully spent within twelve months.

c. Submission Process

- Complete the Grant Proposal form.
- Email completed application to robyn.herr@tri-c.edu.

d. Approval Process

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

Evaluation

At the conclusion of the grant period (twelve months from award date) grant recipients will be asked to complete an evaluation of the mini-grant.

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. Are you interested in pursuing additional funds for this or similar projects? If so, tell us about your grant idea.

Learning and Teaching Excellence Mini-Grant Program
Grant Proposal Form

Email completed application to Robyn Herr at robyn.herr@tri-c.edu

1. Contact Information

Name:

Campus/Department:

Phone:

Email:

2. Project Need

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

3. Project/Activity Description

Please explain the project. How will this project 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?

4. **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.

5. **Assessment Plan**

How will you know your students have met the planned outcomes/objectives? How will you measure their progress?

6. **Implementation Strategy and Timeline**

- Project Start Date: _____
- Project End Date: _____

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

7. **Student Success**

Describe how this project will impact student success.

8. **Strategic Plan Relevance**

Describe how the project aligns with the College's Strategic Plan.

9. **Estimated Total Project Cost: \$** _____

Proposed Budget

Expenses: (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).

Below, please tell us how you will use the money from this grant. Please list and describe all non-personnel expenses (no personnel funds will be awarded for the mini-grant) for requested funds:

Expense Type	Amount	Description of Expense (please be as detailed as possible) Example: 20 tickets at \$50 each - \$1,000
Contract Services/ Professional Fees		
Equipment/Supplies		
Travel/Related Expenses		
Meeting Expenses		
Other		
TOTAL:		

Provide a brief budget narrative explaining how the requested funds will be used. Please be as detailed as possible.

Approval:

Applicant Name and Title (print)

Signature

Date

Dean Name and Title (print)

Signature

Date

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

Received by the Tri-C Foundation: