

EMPLOYEE DEVELOPMENT FUND



Educational Improvement and Professional Development Grant

Application Form

Deadline to apply is March 13, 2012

Lansing Community College Foundation

EMPLOYEE DEVELOPMENT FUND

Educational Improvement and Professional Development Grants

Purpose of the Grant

The Lansing Community College Foundation Employee Development Fund provides funding for Educational Improvement and Professional Development Grants. These grants are established to encourage professional development through the following:

- stimulate faculty and staff involvement in new and/or innovative educational or service projects
- increase or expand the employees professional development goals
- provide funding for projects that benefit both Lansing Community College and the employee(s)

Eligibility

All currently employed LCC employees who have been **members of EDF for at least six (6) months** are eligible to apply. Employees interested in joining EDF or those that have questions regarding current EDF member status should contact the Foundation Office at **483-1985**.

Application Guidelines

(Please contact the Foundation Office at 483-1985 for assistance or information.)

1. All applicants are required to:
 - a. submit typed proposals on LCC Foundation Grant Application forms;
 - b. attach a description, explanation or any documentation in regards to the project;
 - c. attach a budget with a timeline for project completion;
 - d. obtain required signatures, including documented support from Dean/VP; applicants may also submit letters of project support;
 - e. agree to give a report on the grant at an EDF committee meeting or at an EDF promotional event.
2. The maximum grant for a single project is \$2,000.00; however, due to limited funding, this committee may only be able to fund a portion of your project.
3. The EDF Committee recognizes the need to collaborate on funding worthwhile projects; we would like to see larger projects have additional funding support. The committee will accept proposals that benefit many LCC employees. If all the employees are not EDF members, the requestor must be an EDF member and EDF reserves the right to participate in the activity to promote membership at the event.
4. The grant ***does not*** cover:
 - a. employee wages for the requested project
 - b. advanced educational degrees
 - c. retroactive funding for activities that have already occurred
5. **Applications must be received by March 13, 2012.** Awards will be announced no later than **March 30, 2012**. It is the employee's responsibility to obtain the required signatures and see that the completed application is in the Foundation office by the deadline. No exceptions to the deadline will be allowed.
6. Priority will be given to applicants who have not received a grant in the last 24 months.
7. A grant reporting form must be completed for your project within three months of the completion of your project. We do ask that grant recipients speak at an EDF Committee meeting about their projects.
8. Grant requests are reviewed and selected by the Employee Development Fund Committee. The Committee will be looking for unique and innovative projects, that clearly help provide new or improved programs/services for LCC students/customers. Requests should clearly reflect that the applicant is unable to obtain funding through normal channels, such as departmental budgets.
9. Grants are good for 12 months from award date. Unexpended grant funds will revert to the Foundation if the project is not completed, and paperwork has not been submitted within 12 months of award.
10. The grant funding shall be limited to the purpose that the award was intended. The EDF committee must pre-approve any changes to the original grant request. Simple changes may require an amendment to be submitted for review at the next meeting; large changes may be required to resubmit at the next grant cycle. Contact the Foundation Office at 483-1985 with any questions.

PROGRAM CRITERIA

Please answer the following questions on a separate sheet and attach to your proposal.

- 1) Briefly summarize the proposal including each of the following:
 - program objectives
 - method for accomplishing the objectives
 - timelines
 - outcomes
- 2) Explain the project benefits. Include the following items in your explanation:
 - Does the project enhance or expand professional development goals?
 - Is the project new and/or innovative?
 - Does the project benefit you and the college community?
- 3) Amount of requested grant:
 - If the amount of the requested grant is not the full amount needed to fund your request, please indicate how you plan to raise the balance of needed funds.
 - Attach an itemized budget for your proposal and supportive documentation (e.g. announcement, program, etc.)
- 4) Describe in detail the anticipated impact or outcome of the project as it relates to its relevance to the college community.
- 5) Describe how you would share the information gained from the project with the campus community.

For assistance or information, please contact the Foundation Office at the address below or call 483-1985.

Mail the application and supporting documents to:

**8021-Lansing Community College Foundation
Attn: Employee Development Fund
PO Box 40010
Lansing MI 48901-7210**

Hand-deliver the application and supporting documents to:

**Lansing Community College Foundation
528 N. Capitol Avenue
Lansing, MI 48933**

Lansing Community College Foundation

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GRANT APPLICATION

Applicant Information:

Name _____

Home Address _____

City _____ State _____ ZIP _____

LCC Mail Code _____

Home Phone _____ Work Phone _____

Email Address _____

Have you been an EDF member for more than six months? Yes _____ No _____

Your LCC Department _____ Position at LCC _____

Have you received EDF grants in the past? Yes _____ No _____ If so, when and for what? Explain below.

Amount of Grant request \$ _____

Application must have required signatures and clear explanations to be considered by the Employee Development Fund Committee.

<i>Signature(s) of Applicant(s)</i> (required)	Title	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Add additional sheets if necessary

Department Chair/Director

Name

Title

Signature

Date

Do you support this request? Yes _____ No _____ Please explain below.

Please explain below the value of this proposed grant to the Department and/or Division.

Division Dean or Vice President

Name

Title

Signature

Date

Do you support this request? Yes _____ No _____ Please explain below.

Please explain below the value of this proposed grant to the Department and/or Division.

Note: Applications without required signatures will be automatically disqualified.