



**MINI-GRANT PROGRAM
2009
CALL FOR PROPOSALS**

For projects implemented and completed between January 1 – December 31, 2009

PROPOSAL DEADLINE

December 8, 2008

Faculty and staff of McHenry County College are invited to submit proposals for mini-grants to support creative projects or professional development not included in department budgets. Last year's total amount available for all awards was \$30,000. Proposals may seek up to this amount. Grants last year ranged from \$900 to \$3750. Historically mini-grant awards average between \$1,500 and \$2,000, and are less than \$10,000.

Purpose:

Last year the Foundation increased its commitment to the mini-grant program to \$30,000 in order to fund larger projects with broader impact, and to include faculty and staff development.

Program Innovation Mini-Grants

These mini-grants allow the pursuit of imaginative and innovative projects that support the College's mission, goals and objectives. Any faculty or staff member is encouraged to submit proposals for projects that will see outcomes within a year and that could not otherwise be supported through College funds. In addition, funds may be used as seed money to test out an idea prior to applying to an outside source for funds or to complete preliminary work prior to submitting a formal grant application to an outside funding source.

Faculty and Staff Development Mini-Grants

These mini-grants allow access to professional growth opportunities that are not currently available in the College. Any faculty or staff member is encouraged to submit proposals for professional development *emphasizing the development of their department, division or the College and ultimately benefiting students*. Applicants must show the transferability of the experience across their department, division, or the College, and must demonstrate creativity, innovation or uniqueness. In addition, mini-grant recipients will be asked to facilitate professional development workshops, sharing their project experiences and outcomes. **Funding solely for conference attendance is not available** unless applicants can illustrate the transferability of their experience to other College personnel and can explain why it cannot be funded through the department budget.

Application and Review Process:

- Any McHenry County College faculty (including adjunct faculty) or staff member may submit proposals.
- Applications must be approved by the Dean or Executive Dean **and** the Vice President (Ron Ally or Brian Sager) supervising the project or instructional area.
- Foundation staff will review applications first to determine that proposals are complete and meet the criteria.
- The Grants Committee of the Friends of MCC Foundation Board will review all applications.
- Applicants may be invited to give a short presentation to the Foundation Grants Committee.
- The Foundation Grants Committee will make the decision on which projects are funded.

Notification:

Applicants will receive a written response within one month of the committee review date.

Recognition of Support:

The Friends of MCC Foundation is to receive recognition of its support on all printed materials and/or equipment and be verbally acknowledged at lectures, concerts, and other similar presentations that utilize mini-grant funds. Copies of programs and flyers are to be submitted with the final report. If the mini-grant partially or fully funds a permanent display or object, a plaque or appropriate signage should recognize the Friends of MCC Foundation for its support.

Final Report:

Final reports are to be submitted to the Friends of MCC Foundation office no later than two months after the completion of the project. These reports will be shared with the Foundation Board Grants Committee. A one-page evaluation should state: 1) how the project was implemented 2) results from the project 3) any evaluation of the project and 4) a budget indicating how funds were spent. Failure to submit a final report will result in the applicant being ineligible for future mini-grant funding.

Grant Duration:

Awards are expected to be announced **in January 2009**, and projects should be completed by **December 31, 2009**. If the project will not be completed by this time, the applicant should submit a written request to extend the project period. Unspent funds will be withdrawn from projects that are not completed by Dec. 31, 2009 or have not received an extension for funding.

Questions?

If you have any questions about the application process, please contact Donna Magnani, Executive Director, Friends of MCC Foundation at (815) 479-7510 or dmagnani@mchenry.edu.

Review Criteria for Award Decisions:*

Program Innovation Mini-Grant applications will be reviewed with the following criteria:

- The project is innovative and reflects the College's goals and objectives.
- The proposal clearly documents the need for the project. Goals and objectives address the documented need.
- The proposal provides evidence that the project will have a significant impact and evaluation efforts will capture the project's impact.
- The timeline for project implementation is realistic and short-term. (Most funded projects are completed within a year from mini-grant award).
- Appropriate personnel and departments are included in project implementation. Support from executive dean or vice president is documented.
- Lessons learned from the project can be broadly applied to affect the College, its operations, and/or the experience of students, especially.
- A clearly stated plan for visibly recognizing the Foundation's contribution.

Faculty and Staff Development Mini-Grant applications will be reviewed with the following criteria:

- The professional development experience is transferable across the department, division, or the College.
- The proposal is creative, innovative, or unique.
- The proposal documents how the employee's professional abilities and professional growth will be developed and demonstrates the relationship of the proposal to the faculty's or staff's Faculty/Employee Action Plan.
- The professional development experience *will not only benefit the employee, but will also develop the department's and/or division's professional abilities*. The proposal demonstrates the relationship of the experience to the department and/or division's unit plan and/or goals.
- The professional development experience has shared value to the College and other employees, and will ultimately benefit the experience of students.
- The proposal documents that the experience provides access to a professional growth opportunity not currently available in the College.
- A clearly stated plan for visibly recognizing the Foundation's contribution.

*** Please note that the Foundation rarely renews funding for projects it has previously supported.**

Format for Mini-Grant Proposals:

The format outline below should be followed in the preparation of your proposal. Please use the same headings in your proposal in the same order. Proposals should be double-spaced and typewritten.

Please return proposals to Donna Magnani, Executive Director, Friends of MCC Foundation, Room C122 by December 8, 2008.

A. Title Page (one page)

To include the following:

- Title of proposed project
- Category of request: 1) Program Innovation or 2) Faculty and Staff Development
- Application date
- Name of applicant(s)
(If more than one applicant, please designate a contact person)
- Department and phone extension
- Total cost projected
- Amount requested

B. Department Support (one page)

This requires a memo from the appropriate dean or executive dean and vice president, which indicates that the project is in keeping with the goals of the College and that it may not be funded by the College at this time. If release time, overload pay or stipend is requested, the vice president should indicate in the memo approval for such a request as part of the proposal.

C. Project Narrative (two pages maximum)

Please use the following headings to assist the committee in reviewing your proposal. Please address the questions under each heading in your grant request.

1) **Project Summary:**

- a) What is your project? Briefly describe it.
- b) Why your project is necessary or needed?
- c) What are your expenses? Please provide a detailed budget.
- d) What would be the outcome if your project is NOT funded?

2) **Project Context:**

- a) How does your project relate to the mission/ vision of your area/department and the college?
- b) Who in your area will implement project? Have they agreed to participate in the project's implementation? Have your Dean or Executive Dean and area Vice President approved the project?
- c) Will it be completed within one year? If not, when?
- d) If the project is on-going, how will it be funded in subsequent years?
- e) Will this project require future funding? If so, from where will you get funding?

3) **Project Outcomes:**

- a) What is the desired end result of your project?
- b) What will be the measurable outcomes or impact from implementing your project?
- c) How will you measure or assess the success of your project?
- d) How will the Foundation be recognized for its contribution?
- e) If your project is funded, when can you make a presentation to the Foundation Board on your project?

Mini-Grant Proposal Checklist:

- Title Page Ex. Dean or Dean and VP Signatures Two-page narrative