



**2022-2023**

**Virginia Western Educational Foundation  
Innovation Grant Application**

***Bright Ideas for our College's Future***

*The Educational Foundation encourages Virginia Western faculty and staff creativity. Through the bright ideas flowing from faculty and staff and facilitated by this grant will come strategies for a campus community of belonging and success.*



**2022-2023**

**Educational Foundation Faculty and Staff Innovation Grant Application**

**Directions:** Complete this form in Word.

1. To be eligible for consideration, you must meet with Grants Office staff at least once for guidance in completing application.
2. Before you print the final document, save an electronic copy for your files.
3. Print a copy to be signed.
4. Secure the required signatures. *Note earlier deadlines for signatures.*
5. Application must be received by **4 p.m. Friday, March 25, 2022**. Application may be emailed to Carolyn Payne at [cpayne@viriniawestern.edu](mailto:cpayne@viriniawestern.edu) or hand-delivered to the VWCC Educational Foundation, Rm. F214, Fishburn Hall. Applications received after the deadline will not be accepted.

<b>Project Title</b>	
<b>Applicant Name</b>	
<b>Department</b>	
<b>Position/Title</b>	
<b>Email</b>	
<b>Campus phone number</b>	
<b>Amount requested from Foundation</b>	\$
<b>Total from other funding sources</b>	\$
<b>Number of students directly impacted</b>	
<b>Number employees directly impacted</b>	

**Have you applied for Perkins Grant funds for same project?**     YES     NO

**REQUIRED SIGNATURES**

*Your signature indicates approval of this request to VWCC's Educational Foundation.*

Signature of Faculty/Staff Applicant	Date
Signature of Supervisor <i>(Must be received 2 weeks prior to submittal)</i>	Date
Signature of Vice President <i>(Must be received 1 week prior to submittal)</i>	Date
Signature of Director of Grants Development & Special Projects	Date

**Deadline: Friday, March 25, 2022**

**I. PROJECT DESCRIPTION**

**Project goals:** Goals are the broad statements that provide focus and direction for meeting the project’s objectives. What are the goals you wish to achieve with your bright idea?

**Project objectives:** Objectives are measurable statements that indicate what the project will specifically accomplish (i.e. improve student retention by 10% over two years). What objectives will your project accomplish?

**Project summary:** Summarize your bright idea in no more than 200 words. Include the ways your bright idea will create a sense of belonging for VWCC students, other needs that it will address, the difference you want to make, and some details about how you will make that difference. Do not include dollar figures in this summary.

**Target population:** Who and how many do you expect to impact with your bright idea?

**Collaboration:** Are you partnering with other college employees and/or departments to bring your bright idea to life? If so, who are they and in what capacities are they participating?

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**II. PROJECT TIMELINE:** List the major activities of your bright idea in chronological order. Include a start date and end date for each activity, and indicate who is responsible for completing the activity. Add/delete rows as necessary. Note that projects may begin after **notification of award in May 2022**, but must be completed with final report, invoices and receipts delivered to the Educational Foundation by end of business **March 24, 2023**.

Major activities	Start date	End date	Person responsible

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**III. BUDGET: The budget is the itemized spending plan for your bright idea. Submit the budget worksheet with details of anticipated costs when you submit this application.** *(Total requests will be considered up to \$10,000. Funds may NOT be used for services or materials normally provided by the departmental offices (copies, printing, etc.). Funds may not be used to cover student worker labor or student travel requests. Limited funds are available for food/hospitality.)*

*\*Note you must report any equipment totaling more than \$2,000 to the VWCC Business Office.*

#### **BUDGET NARRATIVE**

**If your bright idea's expenses exceed the amount requested, how will remaining expenses will be paid?**

**Will your bright idea continue after the funding period is over?**  Yes  No

**If yes, how will it be sustained? Will you seek other grants or sponsorship? Will you ask that your bright ideas costs be included in your departmental budget going forward?**

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#### **IV. EVALUATION/ASSESSMENT**

**How will you assess the progress during your bright idea and its overall success?** Which instruments and methods (quantitative and/or qualitative) will you use? How will you collect and analyze data?

**Describe how the results of your bright idea will be shared.** Examples: Posts in the Daily Bulletin, through VWCC's Marketing department, social media, classroom discussion, etc.