2023-2024
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.

2023-2024

Educational Foundation Faculty and Staff Innovation Grant Application

Directions: Complete this form in Word.

1. To be eligible for consideration, you must submit Letter of Intent (LOI), 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 24, 2023.** Application may be emailed to Carolyn Payne at cpayne@virginiawestern.edu or hand-delivered to the VWCC Educational Foundation, Rm. F214, Fishburn Hall. Applications received after the deadline will not be accepted.

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

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 *(Must be received 2 weeks prior to submittal)*   Date

_____   _____

Signature of Vice President *(Must be received 1 week prior to submittal)*   Date

_____   _____

Signature of Director of Grants Development & Special Projects   Date

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Deadline: Friday, March 25, 2024

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. Indicate who is responsible for completing the activity. Add/delete rows as necessary. Note that projects may begin after **notification of award in May 2023,** but must be completed with final report, invoices and receipts delivered to the Educational Foundation by end of business **March 25, 2024**.

Major activities	Start date	End date	Person responsible

_____

III. BUDGET: The budget is the itemized spending plan for your bright idea. <mark>Submit the budget worksheet</mark> **<mark>with details of anticipated costs when you submit this application.</mark>** *(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?

_____

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.