

FVCC ENHANCEMENT GRANTS – Spring 2019

Request for Proposals

In its mission to support programs at FVCC, The Foundation is interested in funding innovative projects that promise to improve the student experience. All areas of the college are welcome to apply and collaborative projects between departments, academic divisions, industry partners or community groups are encouraged.

Funding Priorities

Successful proposals will address at least one of the following priorities:

- **Adoption of instructional strategies, technologies or projects** that will shift the student learning experience. Projects replicating research-backed best practice strategies will be prioritized. Previously funded projects include:
 - FVCC Podcasts for the new media studio in the Library & Learning Commons
 - Our Food From the Fields – Grain and milling partnership with Agriculture & Culinary
 - Interactive Technology to improve digital literacy for Adult Basic Education students
 - Early Childhood Center Lab Technology and Sound Upgrade for Education students
- **Creative projects that add new opportunities for students and also highlight FVCC as a college-of-choice** in our service area. Previously funded examples include:
 - Chef's Table
 - Campus Farm
 - Scholars Program
- **Opportunities for students to present research or work** at state, regional or national conferences, advancing their educational and career goals in chosen fields of study.
 - Student Access to Advanced Chemical Analysis Instrumentation at Montana State University to advance research projects
 - National Science Foundation Student Research Presentation
 - Phi Theta Kappa National Conference Workshop Presentation
- **Grants for one-time events** that engage K-12, four-year colleges or universities, businesses, organizations and individuals with FVCC academic projects and/or programs.
 - Northwest Regional App Challenge and Hackaday for girls, grades 4-8 – Computer Science
 - Women's Choral Festival
 - Virtual Author/Poet Workshop

Funding

\$11,650 is available for in the spring 2019 round of applications. The maximum amount an applicant can request is \$2,500 for a project and \$1,500 for student travel.

For more information, please contact Colleen Unterreiner, Director of Institutional Advancement at (406) 756-3914 or by email at colleen@fvcc.edu



The Foundation will typically not consider proposals that could be funded from traditional college sources. For example, more or less routine purchases of supplies or equipment are not likely to be funded.

Application Process

Step 1 - Submission: Complete and submit one original application with required signatures and the project's itemized budget to the Foundation Office in Blake Hall **by 5:00 p.m. on Wednesday, May 15, 2018**. The signature of your supervisor or the Vice President Academic Affairs must be included. Additional materials will be accepted.

Step 2 – Review of Applicants: The Foundation Scholarship/Grant Review Committee will review proposals and may contact applicants for additional information, if deemed necessary.

Step 3 – Announcement of Awards: All applicants will be informed by **June 15, 2018** about grants being awarded.

Step 4 – Presentation to FVCC Foundation: Successful applicants will have an opportunity to describe their project to the Foundation's Board of Directors and submit a brief final project report. Funds must be expended within twelve months of the award, and changes to the original budget or project scope will require prior approval by the Foundation.

For assistance in developing your grant application, contact Colleen Unterreiner at 756-3914.

Flathead Valley Community College Foundation – 2019 Spring Enhancement Grants
Project Proposal Form

Applicant Name	Phone	Email

Title of project: _____

Explanation of project: _____

How does project address the FVCC Foundation’s funding priorities:

Anticipated Measurable Outcomes (e.g. increase enrollment in CJ 112 by 10 percent):

Research used in the development of your project idea, if applicable.

Project Summary

Number of student, faculty, and/or staff impacted directly by project: _____

Amount Requested from the Foundation at FVCC: \$ _____

Other Funds Available (operating budget, department funds, other grants, etc.) \$ _____

Total Project Cost \$ _____

Has this item been requested through the college budget process? Yes No

If yes, what was the reason for denial? _____

*** Please attach a line-item budget and budget narrative that describes specifically how funds will be used. Additional sheets answering the questions will be accepted.**

Division Chair or Supervisor _____ Date _____

VP, Academic Affairs or Executive Staff _____ Date _____

Deadline for Fall Consideration: Wednesday, May 15, by 5:00 pm.

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SAMPLE Budget (Adapt as Necessary)

Item	Request	In-Kind	Justification	Total
Personal Services				
Hourly Wages				
Operating Expenses				
Contracted Services				
Consumable Supplies				
Communications				
Travel				
Equipment				
			TOTAL	
Other				

Justifications should provide a detailed narrative of the following:

- **Hourly wages** – Who is getting paid (Position/Name), at what FTE and the total amount.
- **Contracted Services** – include a description of the scope of work for any professional services being purchased
- **Consumable supplies** – include a list of the types of supplies and the costs estimated with each. Please note that this category refers to items such as office supplies and while food may be considered consumable, it does not fit in this category.
- **Equipment** – include a list of the type(s) of equipment that will be purchased for the project.
- **Travel** – include a list of who is traveling, the mileage, lodging, meals, airfare, etc. Use the state approved reimbursement schedule. See the State of Montana Travel Policy at: <http://mus.edu/che/intranet/StateTravelPolicy.pdf>.