AS OF JAN 2024

The Lakeland Foundation
Faculty Challenge Grant Program
GUIDELINES

PROGRAM OVERVIEW

The Lakeland Foundation's **Faculty Challenge Grant Program** was established to facilitate innovative and creative activities for improvement of instruction, learning, and professional development that contribute to the needs of the institution through grants awarded to Lakeland Community College faculty. The amount of funding available in each academic year for Faculty Challenge Grants is approved from the Foundation's annual operating budget by The Lakeland Foundation Board of Directors. Faculty Challenge Grants are intended to provide resources for the development, provision of, and access to innovative programs and projects proposed by Lakeland faculty that may fall outside the scope of the college's operating budget.

Grants are available to both full-time and part-time faculty in all departments and divisions. Faculty members who teach in Holden University Center partnership programs are encouraged to collaborate with Lakeland faculty in developing ideas and requests. In these scenarios, the grantee of record must be a Lakeland faculty member.

SUMMARY OF THE PROCESS

The Lakeland Foundation's Projects Review Committee will solicit proposals from faculty and award grants in two award cycles – fall and spring – each academic year. The Projects Review Committee retains the discretion, however, to make awards once annually pending the availability of Faculty Challenge Grant funding and will make this decision in consultation with the Excellence in Teaching & Professional Development Committee, if warranted.

Faculty are strongly encouraged to meet with department heads and/or deans before applying for a Faculty Challenge Grant to determine whether existing funds, equipment, materials or resources may already be available within the college's operating budget or inventory.

Foundation staff are available to assist faculty with questions relating to the development of ideas and proposals for submission. Those interested in seeking Faculty Challenge Grant funding are also encouraged to meet with other appropriate college personnel on program and budget-related issues to ensure institutional requirements that support implementation are addressed prior to submission. These steps will allow proposals to move quickly through the review process.

FACULTY CHALLENGE GRANT PROGRAM GOALS

Faculty Challenge Grants will be awarded based on the extent to which proposals contribute to the following overall goals:

- *Improved Teaching Effectiveness - leading to increased student learning;*
- *Individual Professional Development - providing an opportunity for faculty to enhance effectiveness in their subject specialty;*

(Goals – continued)

- *Improved Program Quality - contributing to improving program vitality;*
- *Improved Institutional Effectiveness - enhancing Lakeland's ability to meet the needs of its diverse student population.*

PRIORITY PROGRAM AND BUDGET AREAS

Within the overall goals of the program, areas identified as priorities for Faculty Challenge Grant funding may include, but are not limited to, the following:

- *Projects that use technology to enhance teaching and learning;*
- *Multidisciplinary projects with the potential to have significant impact on a number of areas of the college; projects that involve faculty representing a number of areas of the college;*
- *Projects that increase Lakeland's visibility and may allow for engagement with the community on campus, off campus, or virtually, e.g. educational programs for students in grades K-12, Lakeland-hosted programs for public or invited attendees, etc.;*
- *Projects that may involve both full- and part-time faculty;*
- *Proposals that show some portion of their budget coming from another internal (Lakeland) or external funding source;*
- *Proposals with implementation periods of not more than one year, when practicable;*
- *While opportunities for professional development and project-related travel expenses may be considered, proposals that call for conference attendance are discouraged.*

SUBMITTING A FACULTY CHALLENGE GRANT REQUEST

The most current application forms can be found as either a PDF via The Lakeland Foundation's Faculty Challenge Grant webpage or as a Word document via Microsoft Teams, as follows:

- **As a Word document: In Microsoft Teams - click on "Teams," then click as follows: Employees → Administration → Files → Foundation → Faculty Challenge Grant and Mastin Fund documents.**
- **As a PDF: Click here to visit Foundation's Faculty Challenge Grant webpage, and then click on the link at the bottom of the page to access the Faculty Challenge Grant page in the MyLakeland portal (login required).**

Faculty Challenge Grant applications must be submitted electronically within established deadlines. The faculty member's division dean must have the opportunity to provide feedback regarding support or concern and then sign off on the proposal. If implementation of the proposal impacts the Holden University Center, appropriate Holden staff must have the opportunity to offer feedback regarding support or concern and sign off on the proposal.

Applications must be submitted electronically to Debbie Bordonaro in the Office of the Provost at dbordonaro@lakelandcc.edu no later than 5pm on the deadline date. The application deadline for the current award cycle will be listed on The Lakeland Foundation's Faculty Challenge Grant page on the Lakeland Community College website. Go to the college's homepage at www.lakelandcc.edu, and then use the navigation menus for "Community Resources," then "Lakeland Foundation," then click on "Faculty Challenge Grants."

Proposals will then be reviewed and discussed by the Excellence in Teaching & Professional Development Committee. Grant seekers will have the opportunity at the discretion of the committee to attend this meeting to make a brief presentation and answer questions that may arise in the review process. The chair(s) of this committee will provide summary feedback to the Foundation's Project Review Committee focusing on strengths and challenges of each grant request. The Projects Review Committee will make decisions on approval and funding levels.

A final project report must be submitted by the faculty member to the Foundation no later than three (3) weeks after the project's end date and will be forwarded to the Project Review Committee members. An interim status report on the project's progress prior to completion will also be required. Complete instructions, deadline dates, and forms for reports on awarded projects will be included in the award notification packet.

MASTIN FUND AWARDS

The Projects Review Committee is also responsible for awarding grants from The Lakeland Foundation's **Thomas W. Mastin Fund**. The purpose of the Mastin Fund is to provide resources for the development and provision of, and access to, innovative programs in sciences and the environment and related subjects (math, English) that will create and encourage the interest of children and youth in the natural sciences and the environment, especially children and youth in the elementary grades and middle/junior high school. Awards from the Mastin Fund will be considered only in the spring award cycle, pending the determination of funds available by The Lakeland Foundation's Investment Committee. Proposals submitted in the fall cycle for Faculty Challenge Grant funding that align with Mastin Fund criteria may be deferred by the Projects Review Committee to the spring cycle to be considered for an award from the Mastin Fund. The process to submit applications for Mastin Fund awards are the same as those for Faculty Challenge Grants outlined in this document, and proposals are subject to the same review process by both committees. Mastin Fund application forms are located with the Faculty Challenge Grant documents found via the Foundation's webpage on the MyLakeland portal or on the MS Teams shared drive as described on page 2.

OTHER GRANTS

While faculty members are encouraged to use the Faculty Challenge Grant application process as outlined in this document, this is not the only means by which proposals/ideas may be funded. The Foundation staff can discuss project ideas/potential funding sources with faculty and help determine whether resources may be available that align with proposed project goals. In *all* cases, faculty-proposed projects seeking Foundation support will require approval from the respective dean of the area(s) involved based upon division/college priorities.

CONFLICT OF INTEREST

Members of the Excellence in Teaching & Professional Development Committee must inform the chair of the Projects Review Committee about any involvement that they have had or may currently have, personally or in their position with the college, in relation to any particular grant request that could constitute a conflict of interest.

CONCLUSION

Over the last 20+ years, The Lakeland Foundation has awarded hundreds of thousands of dollars in Faculty Challenge Grants and Mastin Awards to Lakeland faculty to develop and implement innovative projects. The Foundation may make changes in the program's priority areas as needed, and in consultation with the Excellence in Teaching & Professional Development Committee, to reflect the college's strategic goals.

The Lakeland Foundation and the Foundation's Board of Directors are pleased to provide funding and support to our faculty through this process for their continued excellence in teaching at Lakeland Community College.