Faculty Challenge Grant Application

The Lakeland Foundation's Faculty Challenge Grant Program encourages and supports innovative and creative activities for improvement of instruction, learning and professional development. The Lakeland Foundation's grants may provide resources for the development, provision of and access to innovative programs within the projects described in the Foundation's first major gift campaign case for giving that may fall outside the scope of the college's operating budget.

The Faculty Challenge Grant Program was established to facilitate individual professional development that contributes to the needs of the institution. Group projects involving more than one faculty member may also be submitted. The program has four main objectives:

1. **Improved Teaching Effectiveness** - leading to increased student learning.
2. **Individual Professional Development** - providing an opportunity for faculty to enhance effectiveness in their subject specialty.
3. **Improved Program Quality** - contributing to improving program vitality.
4. **Improved Institutional Effectiveness** - enhancing Lakeland's ability to meet the needs of its diverse student population.

Proposals for innovative teaching methods, special resource materials, and computing will be considered. Funds may be spent on materials, equipment, or other resources. Travel expenses may be considered in exceptional circumstances and where all other sources have been utilized first.

The Lakeland Foundation **may not fund** release time for faculty or tuition and fees associated with a certification for faculty/staff.

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.

Application forms can be found on Microsoft Teams via:
Teams/Employees/Administration/Files/Foundation/Faculty Challenge Grant and Mastin Fund documents (Word Document).

For important information on this process, please also read the Faculty Challenge Grants Guidelines and the Project Review Committee Proposal Guidelines for Review of Faculty Challenge Grant Proposals ("Projects Review Process"), located with the application form in Microsoft Teams and on The Lakeland Foundation's web page.

Instructions:

Provide the following information on the proposed program/project and submit the application *electronically* to Debbie Bordonaro in the Office of the Provost at dbordonaro@lakelandcc.edu no later than 5pm on the deadline date. The application must be completed in full and signed by your division's dean to be considered for funding. Decisions by the committee are made typically by the end of November and end of April each year. Thank you.

Name of Project: _____

Division/Department: _____

Contact Person: _____

Estimated Project Start Date: **Estimated Project End Date:**

1. Briefly describe the project or program [purpose and objectives, activities, the intended participants, location of and length of the program, etc.]:

2. How will the proposed activities of this project achieve one or more of the objectives of the program?

3. Participants [special characteristics, how many will be involved, etc.]:

4. Describe any unique or special features/results/products of this program/project:

5. Has this project/program been offered before and how is this proposed effort different from the prior one?

6. Was this project and/or related needs discussed with your dean prior to applying for this Faculty Challenge Grant to determine whether there may be existing resources already available within the college?

What was the outcome?

7. What other internal and/or external sources were sought for funding or equipment needs prior to applying for this Faculty Challenge Grant?

What was the outcome?

8. If this program is unable to be funded through the Lakeland Foundation, how/where will you seek support for it?

9. How will the impact of this program as related to the Faculty Challenge Grant objectives be measured?

On the following pages, please provide budgetary information** related to this project. You will be asked to provide different cost totals associated with three levels of implementation and to identify other sources of funding, if available. ***Be sure to include any estimated shipping costs on items for purchase in your project budget.***

BEFORE CONTINUING TO THE PROGRAM BUDGET: Does your project include *fees or stipends* that will be paid to Lakeland faculty/employees who participate in your project?

- **If *YES,* please read and initial the following stipend guidelines.**
- **If *NO*, you may continue to the Program Budget section.**

***** PLEASE READ AND ACKNOWLEDGE:***

Guidelines for Projects that Include Fees/Stipends paid to Lakeland Faculty/Employee Participants

1) **Amount Limits:** The Foundation allows for the inclusion of stipends in Faculty Challenge Grant and Mastin Fund proposals as a way to encourage Lakeland faculty/employee participation in project activities. Stipends that will be considered for approval are limited to **$75.00 (gross amount)** per participant for workshops/sessions that will meet for up to two hours, and **$100.00 (gross amount)** per participant for workshops/sessions that will meet for longer than two hours.

2) **Disbursement of Net Stipend via Lakeland Payroll:** Stipends for Lakeland faculty/employee participants will be included in their paycheck as part of the regular payroll cycle, and they will not receive a separate check. What the participant actually receives will be the **NET** amount of either the $75 gross stipend or the $100 gross stipend **AFTER** the usual deductions are withheld for benefits, employee taxes, and payroll deductions that are normally paid by the employee as part of their individual payroll withholdings.

3) **Accounting for Internal Foundation Expenses:** In your program budget, you must add an additional 15.45% to the total amount of stipends in your request so we can account for internal program-related expenses that will be incurred by the Foundation. ***IMPORTANT:*** This additional 15.45% is for the Foundation's internal program expenses and should ***not*** be counted as part of the gross stipend amount that will be paid to employees. Employee participants will receive the **NET** amount of either the $75 gross stipend or the $100 gross stipend, as outlined above in Item 2.

4) **Participant Notification re: Payroll Disbursement:** Faculty Challenge Grant and Mastin Fund award recipients are responsible for advising employee participants in advance of the workshop/session that they will receive the net amount of either the $75 gross stipend or the $100 gross stipend via the regular payroll cycle, as outlined above in Item 2.

ACKNOWLEDGEMENT:
I have read and understand these stipend guidelines and will communicate to faculty/employee participants prior to their involvement in my project the net stipend payment process as outlined above in Item 2.

(Initial here) _____

(Please continue to the Program Budget section.)

Program Budget: *

* If your project includes stipends paid to Lakeland faculty/employee participants, use **$75.00 (gross amount)** per participant for workshops/sessions that will meet for up to two hours, or **$100.00 (gross amount)** for workshops/sessions that will meet for longer than two hours.

Budget Items	Minimal Implementation	Moderate Implementation	Optimal Implementation
	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$
	$	$	$
* Instructor fees/participant stipends paid to Lakeland faculty & employees – total gross amount *(see next line**)*	$	$	$
****Add an additional 15.45% of the total gross amount listed above for fees/stipends to faculty/employee participants and enter the new total on this line.** (This additional percentage is required to account for internal program expenses incurred by Foundation. DO NOT USE THIS AMOUNT ON ANY SERVICE AGREEMENTS WITH PARTICIPANTS, PARs, OR PAY REQUISITION FORMS.)	$	$	$
Total Cost of the Program	$	$	$
Funds Requested from The Lakeland Foundation	$	$	$
Other Sources of Funding (if any)	$	$	$

SIGNATURES REQUIRED FOR APPLICATION:

Signature of Project Manager

Signature of Dean

PLEASE PRINT Name of Project Manager

PLEASE PRINT Name of Dean

Date

Date