

Victor Valley College Staff Development Committee

CAMPUS GRANT PROGRAM - GUIDELINES (Spring 2012)

General Purpose:

The Victor Valley College Staff Development Committee provides financial assistance to help Victor Valley College faculty and staff enhance the educational experience of students at Victor Valley College.

Qualifications:

Victor Valley College full and part-time employees are eligible to apply.

How Awards are Chosen:

The Victor Valley College Staff Development Committee evaluates and scores applications according to responses provided on the grant application.

Amount and Terms of Award:

Campus Grants will be awarded in amounts up to \$2000 for individual / departmental grants or up to \$5000 for collaborative grants based on available funding. All grant funds awarded must be used within 12 months. Grants may be combined to serve a larger institutional purpose or goal.

Criteria for Selection:

Preference will be given to applications that clearly demonstrate how the grant will directly enhance the educational experience of students at Victor Valley College and to proposals that clearly demonstrate the solution to a problem that impacts that educational experience. The Committee has identified the following areas of focus:

- a. Campus Climate: Proposals that work to cultivate a campus environment of empowerment, innovation and institutional excellence by creating a culture of respect, civility, dialogue and trust.
- b. Distance Education: Proposals that examine the accessibility, quality and eligibility of online and hybrid courses and programs.
- c. Student Success: Proposals that examine strategies to improve student success as defined by strategies designed to increase persistence and transfer.
- d. Processes / Procedures: Proposals that examine processes or procedures in an effort to enhance service to our students.

Incomplete applications may not be considered.

Late applications will not be considered, but may be held for the next grant cycle.

Application Procedures:

Grants will be awarded three cycles per year.

Term	Application Open	Application Deadline	Award Announcement
Spring	February 27	March 23	March 30

Applications must be received by the Staff Development Committee on or by the Application Deadline to be considered for the subsequent award announcement period.

Funding Procedure:

The Victor Valley College Staff Development Committee will create an account for each grantee. All expenditures must be made in accordance with Victor Valley College District Staff Development Committee guidelines and must be made in support of the original approved project.

Reports:

Each grantee is required to provide a summary report to the Victor Valley College Staff Development Committee upon completion of the grant funded project. Reports should include a description of how the grant enhanced the students' educational experience and met the described objectives. Grantees may be asked to present their work to colleagues.

Questions / Contact:

For additional information contact the Victor Valley College Staff Development Committee Chair by phone: 760-245-4271 ext. 2566 or email: gregory.jones@vvc.edu.

Victor Valley College Staff Development Committee
CAMPUS GRANT PROGRAM – APPLICATION FORM (Spring 2012 – Fall 2012)

Applicant's / Department's
NAME: _____

HOME/CELL PHONE: _____ COLLEGE EXT. _____

EMAIL ADDRESS: _____

VVC POSITION _____ DEPARTMENT _____

TERM OF REQUEST SPRING 2012 SUMMER 2012 FALL 2012

AMOUNT REQUESTED \$ _____ MATCHING FUNDS (IF ANY) _____

AREA OF FOCUS Campus Climate Distance Education Student Success
 Processes and Procedures

ADDRESS EACH OF THE FOLLOWING QUESTIONS IN YOUR PROPOSAL (2 Page Maximum).

1. DESCRIBE WHAT YOU WILL DO WITH THE FUNDS YOU HAVE REQUESTED.
2. WHY SHOULD YOUR PROPOSAL BE SELECTED FOR FUNDING? (I.E. WHAT PROBLEM THIS WILL SOLVE? HOW WILL STUDENTS BENEFIT?)
3. WHAT OTHER SUPPORT (FINANCIAL OR OTHER) WILL BE NEEDED TO MAKE USE OF THIS GRANT AWARD AND HOW WILL YOU SECURE THIS SUPPORT? WILL THIS GRANT BE USED IN COMBINATION WITH OTHER GRANT APPLICATIONS?
4. LIST SPECIFIC EXPENDITURES PLANNED FOR YOUR PROJECT AND IDENTIFY WHICH WILL BE FUNDED BY THIS GRANT REQUEST AND WHICH BY OTHER SOURCES.

ACCEPTANCE & SIGNATURES:

Thank you for your interest in the grant opportunities offered by the Staff Development Committee.

I have read and understand the guidelines established for the Victor Valley College Staff Development Committee Program. I will abide by Victor Valley College policies in implementing this project and agree to follow Victor Valley College District policies and procedures to access funds. I understand that funding will be restricted to those items specifically noted in the approved Grant budget. I further understand that following the completion of this project all supplies purchased through this award will remain the property of the Victor Valley College District.

APPLICANT'S SIGNATURE _____ DATE _____

ADMINISTRATOR SIGNATURE _____ DATE _____

Staff Development Committee Use Only

REC'D TIME: _____ REC'D DATE: _____ BY: _____

RECOMMENDED _____ NOT RECOMMENDED _____ AMOUNT APPROVED _____