

The Lakeland Foundation

Thomas W. Mastin Fund Grant Proposal Application

The purpose of the Thomas W. Mastin Fund is to provide resources for the development, provision of and access to innovative programs in science, the environment and related subjects (math and English) that will create and encourage interest in the natural sciences and the environment by children and youth, especially those in the elementary grades and middle/junior high school.

Instructions:

Provide the following information on the proposed program/project and **submit the application *electronically* to Nancy Brooks in the Foundation office at nbrooks@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.

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 Projects Review Committee members. An interim status report on the project's progress prior to completion will also be required. Complete reporting instructions, deadline dates, and forms for reports on awarded projects will be included in the award notification packet.

**The Project Start/End Dates are defined as the initial complete implementation of a project/program and/or the completion of purchases listed in the project budget. Do not list a project end date as "ongoing."*

Name of Project:	
Submitted by:	
Department:	
*Project Start Date:	*End Date:

1. Briefly describe the project's objectives and activities. Attach supporting documents if necessary.
2. How will the proposed activities of this project achieve one or more of the objectives of the Thomas W. Mastin Fund?
3. Who is the target audience, how many students are anticipated to be involved, and what is their age group?
4. Describe any unique or special features, expected results, or products of this project.

5. Has this project/program been offered before? Yes ☐ No ☐

If yes, is this proposed effort different from the prior one or a continuation?

6. Was this project and/or related needs discussed with your dean prior to applying for this Mastin Fund 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 Mastin Fund grant?

What was the outcome?

8. What is the estimated cost per student ratio? \$ _____

9. How will the impact of this program as related to the Mastin Fund purpose/objectives be measured?

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**, continue to the Program Budget section.

**** PLEASE READ AND ACKNOWLEDGE:**

Guidelines for Projects that Include Instruction Fees/Participant Stipends Paid to Lakeland Faculty/Employees

- 1) **Instruction/Presenter Fees Paid to Lakeland Faculty/Employees:** Any fees paid to Lakeland faculty/employees for providing instruction or acting as presenters for project activities will be included in their paycheck through the regular payroll cycle at the **NET** amount of the gross fee listed in the project budget, as outlined below in Item 3.
- 2) **Amount Limits for Stipends Paid to Faculty/Employee Participants in Project Activities:** 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/programs that will meet for up to two hours, and **\$100.00 (gross amount)** per participant for workshops/programs that will meet for longer than two hours.

- 3) **Disbursement of Net Fees/Stipends via Lakeland Payroll:** Instruction/presenter fees and participant stipends paid to Lakeland faculty/employees will be included in their paycheck as part of the regular payroll cycle, and they will not receive a separate check. What the faculty/employee actually receives will be the **NET** amount of the gross fee listed in the project budget for instruction/presenters, and the **NET** amount of either the \$75 gross stipend or the \$100 gross stipend for project participants, **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.
- 4) **Accounting for Internal Foundation Expenses:** In your program budget, you must add an additional 15.45% to the total amount of fees and 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 fee or stipend amount that will be paid to employees. Employees will receive the **NET** amount of the gross fee or the gross stipend, as outlined above in Item 3.
- 5) **Participant/Instructor Notification re: Payroll Disbursement:** Faculty Challenge Grant and Mastin Fund award recipients are responsible for advising faculty/employee instructors and participants in advance of the workshop/program that they will receive the **NET** amount of the gross fee or gross stipend via the regular payroll cycle, as outlined above in Item 3.

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 3.

(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/programs that will meet for up to two hours, or **\$100.00 (gross amount)** for workshops/programs that will meet for longer than two hours. Enter the total gross amount of participant stipends on the **Participant Stipends*** line item below.

Budget Items	Project Costs	Other Sources of Funding, if any	Amount Requested from the Mastin Fund
Scholarships	\$	\$	\$
Supplies (include any estimated shipping costs)	\$	\$	\$
*Participant stipends paid to Lakeland faculty/ employees – total gross amount (see below**)	\$	\$	\$
Instruction/presenter fees paid to Lakeland faculty/employees – total gross amount (see below**)	\$	\$	\$
**Combine the gross amounts of stipends and fees paid to faculty/employees listed above, then calculate 15.45% of that total and add it to the combined gross total. Enter the new amount on this line. (This additional percentage is required to account for internal program expenses incurred by the Foundation. <u>DO NOT USE THIS AMOUNT ON ANY SERVICE AGREEMENTS WITH PARTICIPANTS, PARs, OR PAY REQUISITION FORMS.</u>)	\$	\$	\$
Other (specify):	\$	\$	\$
Other (specify):	\$	\$	\$
Other (specify):	\$	\$	\$
TOTALS	\$	\$	\$

(Please continue to the Required Signatures section.)

SIGNATURES REQUIRED FOR APPLICATION:

Signature of Project Manager

Signature of Dean

PLEASE PRINT Name of Project Manager

PLEASE PRINT Name of Dean

Date

Date