

# 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 Debbie Bordonaro in the Office of the Provost at [dbordonaro@lakelandcc.edu](mailto: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 in order to be considered.

Name of Project:
Submitted by:
Department:
Dates for this project: Start Date: _____ End Date: _____

1. Briefly describe the project's objectives and activities. (You may attach supporting documents if necessary.)
2. How will the proposed activities of this project achieve one or more of the three 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, 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. Total funds requested from the Thomas W. Mastin Fund? \$ \_\_\_\_\_**

What is the total budget for this project/program? \$ \_\_\_\_\_

What is the estimated cost per student ratio? \$ \_\_\_\_\_

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

**Guidelines for Projects that Include Stipends for Faculty Participants**

- 1) **Amount Limits:** Stipends that will be considered for approval as part of a Faculty Challenge Grant or Mastin Award are limited to \$50.00 (gross amount) for workshops that will meet for up to two hours, and \$75.00 (gross amount) for workshops that will meet for longer than two hours.
- 2) **Accounting for College Payroll Expenses:** You must add an additional 15.45% to the gross stipend amount when developing the budget for your project to account for those deductions and taxes that are normally *paid by the college*. The purpose of including this in your budget is for internal purposes so the Foundation can ensure sufficient funding from Faculty Challenge program funds to account for the payroll deductions and taxes that are *paid by the college*. An example of this calculation noted in the Program Budget\* section.
- 3) **Disbursement of Net Stipend via Payroll:** What the workshop participant actually receives will be the **NET** amount of the 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, the amount of which will vary from employee to employee. The net amount of the stipend will be included in their paycheck as part of the regular payroll cycle and they will not receive a separate net stipend check. (This percentage is unrelated to the college-paid withholdings described above in Item 2 and *will not be deducted* from the net stipend amount disbursed to the employee.)
- 4) **Participant Notification:** Faculty Challenge Grant and Mastin Fund award recipients are responsible for advising participants in advance of the workshop that they will receive the net amount of the stipend in their paycheck 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 participants prior to their involvement in my project the net stipend payment process as outlined above in Item 3.**

**(Initial here) \_\_\_\_\_**

(Continue to Program Budget on next page)

**Program Budget:**

\* If your project includes stipends for faculty/employees, add an additional 15.45% to the gross stipend to calculate the amount you should request per stipend, per Item 3 in the guidelines above (e.g. \$50 + 15.45% = \$57.88, or \$75 + 15.45% = \$86.59).

List items and amount

Item (to be used for)	Total Project Costs	Other Funding Received	Request from the Mastin Fund
Scholarships	\$	\$	\$
Supplies	\$	\$	\$
*Instructor Fees/Stipends (add 15.45%)	\$	\$	\$
** Instructional Fees	\$	\$	\$
Other (specify)	\$	\$	\$
Other (specify)	\$	\$	\$
Other (specify)	\$	\$	\$
<b>Total Project Costs</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

From what source are you receiving additional funding, if any? \_\_\_\_\_

\*\* Please outline the benefit of Instructional Fees: \_\_\_\_\_

9. How will the impact of this program be measured? [Relate to the Mastin Fund objectives.] If funded, a brief one-page report will be required at the end of the project.

**SIGNATURES REQUIRED:**

\_\_\_\_\_  
Signature of Program/Project Director

\_\_\_\_\_  
Signature of Dean

\_\_\_\_\_  
PLEASE PRINT Name of Program/Project Director

\_\_\_\_\_  
PLEASE PRINT Name of Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date