

The Lakeland Foundation

Faculty Challenge Grant Application

The 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 and outside the scope of the college's operating budget.

The Faculty Challenge Grant Program has been 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's Executive Director **no later than three (3) weeks after the project's end date** and will be forwarded to the Project Review Committee members.

This form can also 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 in order to be considered. 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. Funds requested: \$ _____ from the Lakeland Foundation

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

On the next page, please provide budgetary information** related to this project, giving different levels of cost associated with levels of implementation. Identify other sources of funding, if available.

**** 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 is in the Program Budget note* below.
- 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) _____

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).

Please List Budget Items	Minimal Implementation	Moderate Implementation	Optimal Implementation
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total Cost of the Program	\$	\$	\$
Funds Requested from The Lakeland Foundation	\$	\$	\$
Other Sources of Funding (if available)	\$	\$	\$

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9. If this program is unable to be funded through the Lakeland Foundation, how/where will you seek support for it?
10. How will the impact of this program be measured? [Relate to the grant objectives.] If funded, a brief one- report will be required at the end of the project.

SIGNATURES REQUIRED:

Signature of Program/Project Director

Signature of Dean (*required*)

PLEASE PRINT Name of Program/Project Director

PLEASE PRINT Name of Dean

Date

Date