Hartnell College Employee Innovation Grant Program

**Outcome:** Participants will implement and evaluate innovative ideas for or solutions to curricular, instructional, technological, or programmatic issues that have the potential for improving student success.

**General Purpose:** The Hartnell College Faculty/Staff Grant Program provides financial assistance to spur innovation to improve student learning. The grant may be used to purchase equipment, purchase supplies, support research, support program development, support student experiential activities, or support staff development. The funds will be awarded to faculty or staff to research, plan, pilot, and evaluate short-term, innovative projects that facilitate an original approach in the areas of teaching and learning, student success, curriculum, instructional approaches, student life, student services, service-learning, other related areas, or interdisciplinary efforts to integrate any of the aforementioned areas.

**Eligible Applicants:** Hartnell College faculty (full and part-time) and regular classified staff members are eligible to apply.

**How Awards are Chosen:** Project proposals will be submitted and grants will be awarded by the Professional Development Committee, based on criteria specified in the grant application.

**Grant Selection Criteria:**

Grant requests must be linked to the strategic priorities and goals of the college.

Preference will be given to applications that clearly demonstrate how the grant will directly enhance the quality of learning at Hartnell and to proposals that reflect a high degree of professionalism, scholarship, and clarity.

Late applications will not be considered. Incomplete applications may not be considered.

**Application procedures:**

Submit one copy of the application

Complete proposals must be no more than 3 pages in length,

Applications must be reviewed and signed by the applicant’s immediate supervisor.

Complete applications must be received in the Hartnell College President’s Office on or before the application deadline, May 15, 2014 at noon.

Grant recipients will be notified no later than July 1.
Recipients will be formally recognized during a college event. At the end of the grant year, recipients will present their projects and outcomes to the college community. Additionally, each grantee is required to provide a summary, one-page written report to the Professional Development Committee by May 1 of the end of the grant year. The report includes a summary of the work accomplished and objectives achieved.

**Questions/Contact:** For additional information, contact the Hartnell College President’s Office.

**Grant period:** July 1<sup>st</sup> – June 30<sup>th</sup>

**Grant amount:** Up to $2,500 per project

**Number of grants funded per year:** Up to five

HARTNELL COLLEGE  MISSION STATEMENT

Focusing on the needs of the Salinas Valley, Hartnell College provides educational opportunities for students to reach academic goals in an environment committed to student learning, achievement and success.
Hartnell College

Employee Innovation Grant Proposal / Application

Deadline: May 15, 2014, noon

Submit to the Professional Development Committee, c/o President’s Office AND Email to Andrea Marble, amarble@hartnell.edu (Human Resources Office)

Applicant Information: (Can be an individual or a team of up to 4 people who all meet eligibility criteria):

A. Name: _________________________________________________
   College phone _________________ Personal phone _________________
   Email address __________________________________________________
   HCDD position __________________________________________
   HCDD department or division ______________________________

B. Name: _________________________________________________
   College phone _________________ Personal phone _________________
   Email address __________________________________________________
   HCDD position __________________________________________
   HCDD department or division ______________________________

C. Name: _________________________________________________
   College phone _________________ Personal phone _________________
   Email address __________________________________________________
   HCDD position __________________________________________
   HCDD department or division ______________________________

D. Name: _________________________________________________
   College phone _________________ Personal phone _________________
   Email address __________________________________________________
   HCDD position __________________________________________
   HCDD department or division ______________________________
Amount requested ____________________________

Address the following in your application (3-page maximum)

Title of Project: ________________________________

1. What do you propose to do? (Description—10 points)

2. What are the objectives of your project, and how do they relate to the college’s strategic goals and priorities (Mission—20 points)


3. How will you accomplish the objectives of the project (i.e., implementation plan with specific measurable outcomes and assessment of outcomes) (Focus—20 points)

4. How will this project enrich the learning experience of students (Impact—20 points)

5. How does the project use creative and innovative methods or approaches to achieve the project’s goals? (Innovation—15 points)

6. Describe the project’s potential for serving a large number of students with minimal (or achievable) use of funding and human resources. (Scalability—5 points)

7. How do you propose to use the funds requested (please include specific budget information regarding resources needed and costs). (Resources – 10 points)

ACCEPTANCE & SIGNATURES:

I have read and understand the guidelines established for the Hartnell College Employee Innovation Grant Program. I will abide by Hartnell College policies in implementing this project and agree to follow Hartnell College 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 purchases through this award will become the property of Hartnell College.

A. APPLICANT’S SIGNATURE: ____________________________

   DATE: ____________

IMMEDIATE SUPERVISOR’S SIGNATURE: ____________________________ DATE: ____________
B. APPLICANT'S SIGNATURE:
DATE:
IMMEDIATE SUPERVISOR’S SIGNATURE: ___________________________ DATE:

C. APPLICANT’S SIGNATURE:
DATE:
IMMEDIATE SUPERVISOR’S SIGNATURE: ___________________________ DATE:

D. APPLICANT’S SIGNATURE:
DATE:
IMMEDIATE SUPERVISOR’S SIGNATURE: ___________________________ DATE:

OFFICE USE ONLY
REC'D TIME:
REC'D DATE:
BY: