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|  | **2014-2015 Center for Teaching and Learning Grants Guidelines** |

**Central Carolina Community College’s Center for Teaching and Learning Grants:**

1. Support innovative projects that are designed to enhance student learning, promote student success, and further innovation in teaching and learning.
2. Support projects on a one-time, one-year basis.
3. Are flexible and intended to support ideas and projects at the appropriate stage of development to provide you with a tailored educational opportunity.

Qualifying proposals range from formative ideas that explore learning concepts to fully tested models ready to be adopted and disseminated. Before submitting your learning grant application, you are required to discuss your project idea with your department chair and dean.

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| For 2014-2015 funding, applications will be accepted from  Monday, September 15, 2014 to Friday, October 31, 2014.  Applications received after 3:30 p.m. on October 31, 2014, will not be considered. |

**Who May Apply for a Learning Grant?**

* All full-time and part-time faculty are eligible to apply.
* Part-time faculty must team up with a full-time faculty member or department chair to provide an on-campus contact for the grant. Inclusion on a learning grant application does not guarantee future employment with Central Carolina Community College.
* Learning Grant applicants who have not submitted final reports for previously funded projects through the CCCC Foundation may not be considered for the 2014-2015 grant awards. If you have any questions about final reports and eligibility, please contact Emily Hare at ehare@cccc.edu.

**What are the Guidelines?**

* Grant applications may be submitted by individuals or groups.
* Grant funds must be used for activities that will directly impact instruction and student learning.
* Grant funds may be used for materials and supplies necessary for student learning.
* All expenditures must be completed by April 30, 2015.
* All activities must be completed by May 29, 2015.

**What is Not Supported by Learning Grants?**

* Projects that cross multiple fiscal years (July 1 – June 30)
* Stipends
* Travel
* Refreshments
* Administrative costs
* Certification of individual faculty
* Purchases of software and equipment such as computers, digital cameras, DVD players, display cases, etc.
* Continuation of “soft money” projects, including continuation of projects previously funded through learning grants
* Routine responsibilities of the faculty, college, or center submitting the proposal

**How Much Money is Available for each Learning Grant?**

Allocations up to $250 per project depending on project goals; types of activities and events proposed; resources required; degree of involvement of faculty, students, and administrators; and potential benefits to students. All expenditures must be made by April 30, 2015.

**What Needs to be Included in the Application?**

The **2014-2015 Center for Teaching and Learning Grant Application** document will request the following information:

1. Proposal Title
2. Name & Title of Project Coordinator
3. Others Involved in Project
4. Signatures of Department Chair and Dean
5. Project Summary
6. Project Description
7. Project Justification
8. Expected Learning Outcomes and Benefits for Students
9. Budget

**How Do I Submit My Grant Application?**

Please submit your completed application to Emily Hare in the CCCC Foundation. You will receive a grant application receipt confirmation by email.

**Who Will Review my Learning Grant Application?**

Your application will be reviewed by the Learning Grant selection team.

**What are the Criteria for Selection?**

The Learning Grant selection team will evaluate and select the proposals that are funded. The criteria for selection include:

1. Projects that have the potential for significant impact on student learning and development in the classroom
2. Projects designed to promote student success and further innovation in teaching and learning
3. The number of students, classes, and programs influenced by the project

**When Will I Be Notified?**

The winners of the learning grant will be announced during the December Professional Development Day event. Grant winners will be asked to provide a Faculty Roundtable to share experiences with other CCCC staff and faculty. Completed activities/projects must be evaluated based on how learning improved. A Project/Activity Evaluation form is attached.