|  |  |
| --- | --- |
|  | **To**: All Full-time and Part-time Faculty  **From:** Emily Hare, Executive Director of the CCCC Foundation   Amanda Carter, Director of Center for Teaching and Learning  **Re**: 2016 – 2017 Center for Teaching & Learning Grants |

Central Carolina Community College’s Center for Teaching and Learning and CCCC Foundation invite your proposals for the 2016-2017 Center for Teaching & Learning Grants. Grant funds are available to faculty members who have identified instructional needs and can demonstrate a commitment to student learning outcomes through the grant proposal.

Central Carolina Community College 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.

Grant applications may be submitted by individuals or groups who are full-time or part-time faculty members of Central Carolina Community College. A total of $700 in grant funds is available.

Grants will be awarded using a competitive selection process. Grant applications are due on October 28, 2016 by 3:30 p.m. and all activities must be completed by May 26, 2017. Completed activities/projects must be evaluated based on how student learning has improved. The Grant Application, Guidelines, and Project/Activity Evaluation form are attached.

Award winners will also be asked to provide a Faculty Roundtable session to share experiences with other CCCC staff and faculty. All appropriate electronic resources created during the project will be distributed through the Center for Teaching and Learning website.

If you have questions about the Center for Teaching and Learning Grants, please contact Emily Hare at ehare@cccc.edu or by phone at (919) 718-7230.

*Funding for the 2016-2017 Center for Teaching and Learning Grants has been made possible by the   
Marvin R. Joyner Endowment.*

|  |  |
| --- | --- |
|  | **2016-2017 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.

|  |
| --- |
| For 2016-2017 funding, applications will be accepted from  Monday, September 12, 2016 to Friday, October 28, 2016.  Applications received after 3:30 p.m. on October 28, 2016, 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 2016-2017 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 28, 2017.
* All activities must be completed by May 26, 2017.

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 $700 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 28, 2017.

What Needs to be Included in the Application?

The 2016-2017 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 Justification
7. Expected Learning Outcomes and Benefits for Students
8. 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 notified via email. 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.

|  |  |
| --- | --- |
|  | **2016-2017 Center for Teaching and Learning Grants Application** |

Proposal Title:

Name of Project Coordinator:

Title of Coordinator:

Others Involved in the Project:

Coordinator’s Department:

Date Submitted:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
*Coordinator Signature* *Date*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
*Department Chair Signature Date*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
*Dean Signature Date*

|  |
| --- |
| Project Summary: |
| *Please provide a brief summary of your project.* |

|  |
| --- |
| Project Justification: |
| *Please explain how the project relates to existing methods of teaching and learning, why it is worthwhile, and how the findings/knowledge gained could be shared with other faculty and students.* |

|  |
| --- |
| Expected Learning Outcomes and Benefits for Students: |
| *Please provide a list of your expected learning outcomes and benefits for students.* |

|  |
| --- |
| Budget: |
| *Please list and justify all items of expenditure.* |

|  |  |
| --- | --- |
|  | **2016-2017 Center for Teaching and Learning Grants**  **Project/Activity Evaluation** |

Name of Project/Activity:

Participants:

Date(s) of Project/Activity:

1. Did this project or activity improve or enhance your instruction? (Agree/Disagree)  
     
   If agree, please explain how your instruction has improved or been enhanced.

1. How did this project or activity impact student learning?

Please share information and materials acquired through the project or activity. Send to Amanda Carter ([abcarter@cccc.edu](mailto:abcarter@cccc.edu)). Thank you for participating in the Center for Teaching & Learning Grants.