2023 **EXPERIENTIAL WORK LEARNING GRANT GUIDELINES**

The **Work Colleges Consortium** (WCC) is offering up to a total of nine individual and collaborative grants to faculty members and/or staff who undertake an experiential, creative, and/or scholarly/research project. Grant projects should enhance the learning environment, support learning outcomes and student development, and promote a model to other educators.

The grants are being offered to help strengthen the integration and relationship of work-learning on our campuses while also supporting the mission of the Consortium. Grants will support and encourage faculty and/or staff engagement in the area of work-learning. A total of nine $3,000 awards (one per campus and one at-large) are available to support summer and academic year projects. In the event that a school does not submit a grant application or the application is not accepted by the committee, the award may be redirected to the next qualified applicant.

ELIGIBILITY

Must be continuing full time faculty and/or staff currently employed at one of the eight schools in the Work Colleges Consortium. Individuals may only have one active/open grant from the WCC at any given time.

TO APPLY

Provide a rationale (250 words) and a narrative summary of no more than three pages (1,500 words) describing how the award will be used.

The narrative summary must include:

- A rationale of the project
- A summary of the procedure
- A list of project goals and objectives and how they will be assessed or measured
- Describe how the project will incorporate the integration of work and learning
- An explanation of how the project incorporates student involvement and the role of the student(s) in the project
- How you will incorporate and assess student learning outcomes
- An explanation of how the project will have a broader impact (e.g., benefit the department or institution, serve as a model to others or have an impact on campus)
- How you intend to disseminate the information both internally and externally

Work Learning Service

LETTERS OF SUPPORT
Please provide letters of support from both your Academic Dean and Work Dean.

BUDGET AND JUSTIFICATION
Please provide a line item budget that includes a justification of how the items support the project goals. Funding is available for a variety of project costs including:

- Acquisition of project materials
- Travel (costs as they relate to presenting at conferences, etc.)
- Grant Administration / Project Oversight
- And other costs relevant to the project

Note: Grant funding will be awarded in two installments. The initial installment will be provided within three weeks of approval, with the remaining amount paid upon completion of the post project report. For example: If a $3,000 grant is awarded, $2,500 will be paid in the first installment and the remaining $500 paid upon project completion.

TIMELINE
Implementation should be completed within 18 months of the start date. An additional 5 months is allowed for presentation to an external audience. The entire project must be completed within 23 months.

Provide a general timeline for the expected length of the project, including the projected roles and responsibilities of others involved in the project, when you expect to begin, and when you expect to complete the project.

CURRICULUM VITAE

Your application must include a condensed Curriculum Vitae (maximum of 2 pages) for each faculty or staff member that is included as an applicant. This should be a summation of professional achievements that are most relevant to the project.

PROPOSAL EVALUATION

The proposals will be reviewed and evaluated by a committee comprised of a representative from each member of the Work Colleges Consortium. Proposals will be evaluated using the attached rubric, which is included for reference only. The committee reserves the right to make final decisions on grant awards. The committee will decide to "accept," "revise" or "reject" a proposal. If the committee decides that a proposal should be revised, the revisions should be completed within 30 days of notification. The committee will then review the revised grant application and either "accept" or "reject" the proposal.

PROJECT REQUIREMENTS AND FOLLOW UP

You will be required to complete the following:

- Submit a post project report (see attached)
- Submit a project abstract/summary (300 to 400 words) with photographs or other visual documentation to be posted on the WCC website
- Evidence of presentation on-campus to faculty, staff, and/or students
- Evidence of presentation to an external audience (e.g., conference presentation, publication)

The final award payment will be provided after these items are submitted to the WCC office.

If the award recipient does not complete the project, leaves the school before grant completion, or does not submit a post project report, a letter of explanation must be provided to the WCC and the award recipient must (1) transfer responsibility for grant completion to another individual at the school or (2) return the funds to the WCC office.

IMPORTANT DATES

June 30, 2023 – Complete Applications and supporting materials due. No late submissions will be accepted

August 31, 2023 – Recipients announced

July 1, 2024 – Project update due to the Work Colleges Consortium office

March 31, 2025 – Project completed

August 1, 2025 – Presentation to external audience may occur anytime during the 23 months but must be completed by this date

August 1, 2025 – Post project report due

APPLICATION INSTRUCTIONS

Applications must be submitted both by e-mail and hard copy.

- Electronic copy is due by **June 30, 2023** and must include application and supporting materials.

- Hard copy must include application, signature for institutional approval and supporting materials and must be postmarked by **June 30, 2023**.

- Late and/or incomplete applications will not be considered or reviewed.

- Submit materials to:

  Brenda Boggs, Executive Director

  Work Colleges Consortium

  CPO 2163

  Berea, KY 40404

  brenda@workcolleges.org

  Phone: 859.985.3156

For questions, please contact your campus liaison or the Work Colleges Consortium.

EXPERIENTIAL WORK LEARNING GRANT APPLICATION

APPLICANT INFORMATION

Applicant(s) Name:_____

Institution Name:_____

Department:_____

Title/Position:_____

CONTACT INFORMATION

Address:_____

City:_____ State:_____ Zip:_____

Phone:_____ Fax:_____

E-mail:_____

PROJECT TITLE:

_____

INSTITUTIONAL APPROVAL (ACADEMIC DEAN OR PROVOST)

Printed Name:_____

Title:_____

Signature:_____

Date:_____

By providing approval for this project, you are accepting responsibility for oversight of the completion of the grant and appropriate expenditure of funds.

CHECKLIST

Please submit the following materials by ***June 30, 2022***

☐ Application –Electronic Copy

☐ Application – Hard Copy

☐ Narrative

☐ Institutional Approval

☐ Letter of Support from Academic Dean

☐ Letter of Support from Work Dean

☐ Timeline

☐ Budget

☐ Curriculum Vitae

Work Learning Service

WORK COLLEGES CONSORTIUM
CPO 2163
BEREA, KENTUCKY 40404

P: **859.985.3156**
E: **BRENDA@WORKCOLLEGES.ORG**
W: **WORKCOLLEGES.ORG**

WORK COLLEGES CONSORTIUM

WCC FACULTY STAFF GRANT BUDGET WORKSHEET

Item	Cost & Rationale
Acquisition of research materials	
Editorial Support	
Travel (directly related to project or presentation)	
Grant Administration / Project Oversight	
And other costs relevant to project (please specify):	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
Total	

PLEASE ADD ANY COMMENTS OR ADDITIONAL EXPLANATION THAT MAY BE NECESSARY:

PROJECT REQUIREMENTS AND FOLLOW UP

You will be required to complete the following:

- Submit a post project report (see below)
- Submit a project abstract/summary (300 to 400 words) which must include photographs or other visual documentation to be posted on the WCC website
- Evidence of presentation on-campus to faculty, staff, and/or students
- Evidence of presentation to an external audience (e.g., conference presentation, publication)

POST PROJECT REPORT

The Post Project Report should be submitted within 30 days upon completion of your presentation. Submission of this report is required to receive your last payment. Please answer the following questions on a separate word document and submit electronically to robin@workcolleges.org.

1. Did you meet the goals and objectives in your project proposal?

2. What have you learned?

3. Who else was engaged in your project?

4. Please provide relevant documentation on how your project was shared with an outside audience (conference brochure, copy of article or publication, etc).

5. Please provide direct and indirect evidence that supports and indicates the integration of work and learning.

6. Please provide an accounting (original receipts and invoices) of how grant funds were used.

7. Please provide a revised and updated budget of grant expenditures.

8. Attach appropriate documentation.

9. Were there any significant modifications made to the project? If so, please describe.

10. Were any post-presentation/post-publication inquiries received (either to you as the presenter or author or to your institution)? Please elaborate.

11. Are there any next steps from this project?

Work Learning Service

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E: BRENDA@WORKCOLLEGES.ORG

W: WORKCOLLEGES.ORG

COMMENTS AND REVIEW OF GRANT PROCESS

1. Do you have any comments and /or suggestions about the application and submission process?

2. Was the communication from the WCC regarding the process clear?

3. Did you encounter any glitches?

4. Other Comments

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Applicant's Name:_____

Institution:_____

GRANT PROPOSAL'S RUBRIC

HOW WELL DOES THE APPLICANT'S PROPOSAL MEET THE FOLLOWING CRITERIA AND PARAMETERS OF THE GRANT?		EXCELLENT 4	GOOD 3	SATISFACTORY 2	UNSATISFACTORY 1	MISSING 0	NUMBER OF POINTS AWARDED
1	Rationale for the project. (250 words)						
2	Summary of the procedure.						
3	List of project goals and objectives and how they will be assessed or measured.						
4	How the project will incorporate the integration of work and learning.						
5	How the project will incorporate student involvement and the role of the student(s) in the project.						
6	How student learning outcomes will be incorporated and assessed.						
7	Explanation of how the project will have a broader impact (e.g., benefit the department or institution, serve as a model to others or have an impact on campus)						
8	How the information will be disseminated both internally and externally.						
9	Line item budget that includes a justification of how the items support the project goals.						

I recommend the following course of action for the Grant Proposal:

☐ Accept   ☐ Revise   ☐ Reject   Reviewer's Initials:_____