



## *Sheridan College Foundation Faculty/Staff Grant Guidelines*

### **Dates To Remember:**

**Tuesday 2/6/24** – Applications due to Supervisor (STAFF) or SALT member (FACULTY) for consideration & approval

**Friday 2/9/24** – Applications due to VPAA from SALT member (FACULTY ONLY)

**Tuesday 2/13/24** – Applications due in Foundation office from supervising vice president.

**Thursday 2/22/24** – Grants Announced

**Thursday 2/22/24** - Earliest Start Date

**Friday 5/31/24** - Project expenses must be expended

### **Purpose:**

- The purpose of the Sheridan College Foundation Faculty/Staff Grants is to provide funding assistance for projects that are not supported by the existing Sheridan College budget but do support the Sheridan College strategic plan which helps us fulfill our mission -- *“NWCCD welcomes all learners, empowers student success, encourages and strengthens community development.”*
- With these grants, Sheridan College Foundation encourages **innovation** and **opportunity**.
- These funds are awarded with the understanding that, if this project is successful, the applicant will pursue other funding sources to sustain it.

### **Amount available:**

- A total of \$27,000 has been budgeted for the 2023-2024 Faculty/Staff Grants. The maximum amount to be awarded for any single project is \$3,000.

### **Application deadlines:**

- See Dates to Remember
- Applications must be reviewed and signed by your supervisor, SALT member and the appropriate vice president before submission to the Foundation for consideration. Please note the application approval deadlines.

**Review/Award Process:** Applications will be reviewed and awarded by the Sheridan College Foundation Grants Committee.

- Proposals not funded may be eligible for re-application in the next round.
- Funds will be provided through the Sheridan College purchasing process in the College Business office.
- Projects expenses must be expended no later than May 31, 2024.

### **Criteria -- Proposals for the following are eligible for consideration:**

- *Workshops, guest speakers, and enrichment activities to enhance the college experience.*
- *The acquisition of equipment, materials, and supplies needed to improve curriculum, procedures, or other functions of the college.*

- *The improvement of student services, the learning environment, or any other aspect of student life as it relates to the college.*
- *The development of appropriate vehicles to showcase talents and accomplishments of students, faculty, and staff.*
- *Professional development to enhance faculty/staff current responsibilities or develop new student opportunities.*
- *Student recruitment and retention activities.*
- *The planning of new courses, the improvement of existing courses and programs, or the development of innovative teaching techniques and new instructional materials. Stipends may be considered on a rotating basis between college departments from year to year and will be paid through the College payroll system with taxes and benefits being paid from the stipend.*

### **Exclusions:**

- *These grants are only for use at the Sheridan College or Johnson County Campus.*
- *Support is not available for faculty/staff professional development leading to a degree or certificate.*
- *Travel opportunities for students will only be considered if students participate in the fundraising to help subsidize the trip.*
- *Cannot be used to reimburse employees or the college for expenses/projects that began prior to the award date.*
- *Applications that are not complete and/or do not follow the appropriate format/length will not be considered.*
- *Applications that are not signed by your supervisor and appropriate Sheridan College Vice President will not be considered.*
- *If you have been the recipient of a Faculty Staff Grant or Opportunity Grant in the past and did not submit a report.*
- *Applicants who attempt to influence the committee decision outside of the established application process will not be considered.*

### **Reporting:**

- *A final report is due at the Sheridan College Foundation office, GMB 150, by email to Dee Davis at [deedavis@sheridan.edu](mailto:deedavis@sheridan.edu) and cc to department supervisor, within 45 calendar days following project completion. Please include with your final report photos depicting your project in progress and upon completion.*
- *A final report form will accompany the award documentation or can be obtained at the Sheridan College Foundation office.*

### **Other Considerations:**

- **If your grant application is for technology, please consult with the Sheridan College IT department and state in your application that you have done so.**
- *If your grant application is for marketing, public relations or other communications please consult with the Sheridan College Public Information Office and state in your application that you have done so.*

### **Recognition:**

- *Acknowledgement on the Sheridan College Foundation Web page and the Sheridan College Foundation & Alumni Facebook page.*

### **For inquiries:**

(307)675-0702 or [deedavis@sheridan.edu](mailto:deedavis@sheridan.edu)