



Criteria for Foundation Staff Enrichment Grant

Because the Foundation recognizes the efforts of staff, as well as the inherent value of all submitted applications, all projects meeting the general guidelines and criteria will be considered.

- All full-time staff are eligible to apply. Projects may include more than one staff member from one or more disciplines but a single individual will be responsible for the project administration.
- The criteria is not intended to dissuade any staff member from submitting an application but as funds are limited, staff who have not received a grant in the previous funding year will be in the first round of consideration. The “every other year” restriction may be modified if the allotted funds have not been depleted.
- Ideally, a staff member will be the Lead Administrator of no more than one project in a given fiscal year. This criteria may be modified if there is a disbursable balance remaining and no other eligible projects are vying for consideration.
- The grant is intended to encourage and promote the current strategic plan for the college with support that is not available through ordinary departmental or program funds or other external resources.
- Ideally the grant should provide funding that transcends traditional professional development.
- New applications should be submitted by September 30 of each year. A schedule of disbursement will include two-thirds of the disbursable monies to be awarded in the fall semester and the remaining third held for rolling applications after the initial selections have been announced and monies budgeted.
- Subsequent rolling applications may address unscheduled or unforeseen opportunities and necessitate a quick response and funding. Applications not receiving funding in the first round may be resubmitted at this time if a project is not selected in the initial approval list. The initial group of recipients will be announced by October 16th.
- Funding may support any aspect of a project during the funding year ending July 31. An extension of time may be granted if there are extenuating circumstances to prevent disbursement.

The proposal should include the following:

- Name
- Department
- Supervisor signature with optional comments
- Telephone
- Email
- Specific need and one sentence synopsis of project objective(s)

- Additional supporting staff members involved with contact information
- Estimated timeline
- Estimated cost
- A 200-300 word narrative on the purpose and rationale for the request
- Proposed outcomes

Assessment measures will demonstrate:

- A direct relationship to the mission of the College, Center, Department or Program.
- Alignment with the College's current strategic plan.
- A well-defined description and achievable objectives of the project.
- A plan to evaluate and share project results that includes a one-page report to the Craven CC Foundation, completed no later than October 31 in the following funding year.
- Clear budget descriptions and a viable funding plan.
- Innovative, novel or unique goals not previously funded through this grant.

Please submit proposals to the Craven CC Foundation Office located in the Brock Administration Building, Executive Suite 101.