

Lake Michigan College Foundation

Breaking Barriers Mini Grant Program

The Lake Michigan College Foundation has established the *Breaking Barriers Mini Grant Program* to give College faculty and staff an opportunity to access funds that can be used to enhance the learning experience of students. This program has been funded with a portion of the Winner's Circle 24 Benefit Auction proceeds.

Applying for Mini Grants

Faculty and staff should complete and submit an application to the Advancement office. A selection committee comprised of Foundation board members and two LMC representatives will review all proposals and make recommendations for funding to the LMC Foundation board of directors who have the final authority to approve funding. The mini grants will be awarded twice annually. Awards may range from a minimum of \$500 to a maximum of \$5,000. Some exceptions may apply. A total of \$25,000 is available to award.

Project proposals will be evaluated on the following criteria:

- The project aligns itself with the mission of Lake Michigan College and the Foundation.
- The project promotes excellence in teaching and learning via activities related to the personal, instructional components of professional development.
- The project proposal includes evidence of instructional benefit and application for students and/or support of the professional development of faculty and/or staff
- The project application includes a brief itemized budget outlining the use of the requested monies
- The project proposal includes a plan for reporting the results of the project to faculty and staff, as well as the Foundation Board (example: a synopsis report to be presented to the Foundation Board, as well as a brief presentation to faculty, staff, and/or administrators during a scheduled meeting or in-service day)

Program Guidelines

- The program is not intended to provide on-going support. Ordinarily, this is a one-time funding opportunity.
- Tangible items purchased with the grant funds become the property of Lake Michigan College.
- The grant is not intended to fund projects, materials or travel that is normally part of an instructor or staff member's budget.
- Grant funds cannot be used to cover faculty salaries or service contracts on equipment.
- Grants are awarded for a maximum period of one year and must be expended within the award period. Funds not expended as of the end date will no longer be available and will revert to the Lake Michigan College Foundation.
- Faculty and staff may apply for more than one grant per semester but each application must reflect a different project.

The LMC Foundation Finance committee recognizes the efforts of faculty and staff, as well as the inherent value of all submitted applications; all projects meeting the general guidelines and criteria will be considered.

Eligibility

All full-time faculty and staff are eligible to submit proposals. Adjunct instructors who teach at least three courses in one semester are also welcome to apply. Student employees and student groups are not eligible, however, student group advisors are eligible.

Lake Michigan College Foundation

The Lake Michigan College Foundation raises and manages private support for the exclusive benefit of Lake Michigan College, its programs, faculty and staff, and students. The Foundation plans and organizes all fund-raising programs, receives and acknowledges all private gifts, manages the investment of those gifts, and distributes them to the College.

For more information about the Foundation or for questions regarding the *Breaking Barriers Mini Grant Program*, please contact Mary Klemm at (269) 927-6849 or at Klemm@lakemichigancollege.edu.

Lake Michigan College Foundation

Breaking Barriers Mini Grant Application Form

Project Name/Title:

Amount of Request:

Date of Application:

Department(s):

Participating Faculty (phone and email):

Parts of the Proposal to be included with this application:

- Part 1: Detailed description of the project or planned activity (limit to 500 words).
- Part 2: Explain how this project will improve student learning or faculty/staff development as related to student learning (limit to 500 words).
- Part 3: Design and timetable for completion.
- Part 4: Outline of budget. Include other sources of funding, if any.
- Part 5: Explain how you will evaluate or assess this project.
- Part 6: Explain how the final project analysis or results will be reported.

Please send completed applications to the attention of Mary Klemm, LMC Advancement Office.

Lake Michigan College Mission

The philosophy of Lake Michigan College, an institution of higher education, is founded on the belief that education is for all who wish to develop their potential. It is fundamental that a community college assist in meeting the educational, career, cultural, wellness and recreational needs of the community it serves through its courses (credit and non-credit), certificates, degrees, and state-authorized baccalaureate programs. This involves a five-fold obligation:

To provide for the educational aspirations, needs and learning expectations of the individual and the community;

- To provide for the occupational needs and desires of the learner and the community;
- To provide for the cultural interests and the wellness and recreational needs of the individual, and thus contribute to the development of effective citizens;
- To provide an assurance of quality in programs and in people;
- To develop and international perspective that prepares students, and develop employees and community members for a world economy and global citizenship.

Timeline for the 2014 “Breaking Barriers” Mini Grant Program

May – LMC Foundation Board of Directors approve criteria
–Program announced to faculty and staff

August –Program announced to the faculty and staff during the College’s Opening Days

October 1 – Deadline for the Advancement Office to receive proposals

Early November – Finance Committee, along with two representatives from the faculty and staff, review all proposals and determines recommendations

November 19 – Recommendations presented to LMC Foundation Board of Directors for approval

December 1 – Award announcements are made