



COASTAL BEND COLLEGE
Foundation

**Innovative Teaching Grant
Guidelines/Procedures**

Purpose:

The innovative teaching grant initiative is designed to encourage, facilitate, recognize and reward innovative and creative instructional approaches to the accomplishment of program objectives. The Coastal Bend College Foundation is offering teachers and administrators the opportunity to apply for grants to support innovative programs or projects that encourage higher levels of student learning. The project must enhance student academic performance and support the objectives, goals, and initiatives of the Coastal Bend College Strategic Plan.

Persons Eligible to Apply:

Individuals or teams of individuals employed by Coastal Bend College who are involved in the instruction of students are eligible to apply, including dual enrollment instructors.

Eligible Proposals:

Instructional approaches or projects designed to begin during the Fall 2021 semester and which meet the selection criteria will be given consideration. Grants may fund instructional and classroom materials or any activity or material which supports higher levels of student academic achievement. Grants will not fund additional stipends and/or textbooks.

Award of Funds:

There is no minimum request, but a maximum of \$1,500 can be awarded per application submitted by an individual. Up to \$5,000 will be awarded for the Fall 2021 semester. Funds not awarded will be carried over to be following semester. Grants will continue to be offered as long as funding exists.

Selection Criteria:

- The degree to which the grant supports the CBC goals and is specifically designed to address an area of need substantiated by data.
- The degree to which student academic performance is emphasized.
- The degree to which sound evaluation procedures are incorporated in the proposal.
- The degree to which the proposal represents a creative or innovative approach to the accomplishment of objectives.
- Funds are not typically available for recurring programs/projects. The proposal should address a new project as opposed to one accomplished or underway; however, if an implemented grant (project funded through this grant process in the past) can show substantial improvement in student performance, then applicant can reapply using data to prove need for recurring program.

- The degree to which the proposal is clear and logical, including a) specificity of objectives, b) clarity of description of instructional procedures, methods or treatments, and c) correspondence among evaluative procedures, objectives and treatments.

Selection Process:

- Application forms may be obtained by contacting the Coastal Bend College Foundation office via email at foundation@coastalbend.edu.
- Applications must be reviewed by the respective dean for congruence with campus programs and signed by the dean, VP of Instruction and CBC Provost.
- Approved and signed applications will be forwarded to the Foundation office not later than Friday, September 10, at 4 PM.
- Applications will be reviewed and commented on by the grant application review committee made up of the following members:
 - Members of the CBC Foundation Program Committee
 - Foundation Executive Director
 - CBC staff member chosen by CBC Foundation Program Committee
- If recommended for approval, the application is presented to the Board of Directors of CBCF for review and formal approval.
- Applicants will be notified of decisions by September 27th.

Responsibilities of Grant Recipients:

- Recipient must use the awards for the purposes intended.
- The funds must be expended and projects must be fully implemented by the end of the Fall 2021 semester.
- The project must be fully implemented and a final report submitted to the CBC Foundation before recipients can submit an application for another grant.
- Recipient agrees to share successful procedures in staff development sessions and at one CBC Foundation Board of Directors meeting
- Pictures of students engaged in active learning will be provided to the CBC Foundation.
- Recipient will create and facilitate student evaluation and participate in faculty directed survey.
- An important element of the evaluation process will be to discuss what (if anything) did not work and why so the issue can be addressed in the future.

Things to Remember:

- Do not use the name of your campus/site in the application.
- Grants are to be used to fund projects that cannot be provided for within departmental budgets.
- Objectives and outcomes should be consistent with the goals of your program and CBC.
- Grants cannot be used to fund faculty training or travel.

- When creating your budget, research carefully and be realistic.
- Small grants are just as likely to be awarded as large grants. Partial funding will be considered.
- Funds will not be awarded for budgeted items available from college resources.
- Projects awarded must be fully implemented by the end of the 2021 Fall semester.
- Grant applications should be submitted to the CBC Foundation **electronically as well as by hardcopy**. Email grants to foundation@coastalbend.edu
- A hardcopy with original signatures on the cover sheet must be forwarded to the CBC Foundation office located in the Robert J. Beasley Jr. Administration Building, Room 139A.

Tips for a Successful Application

Abstract:

- **100 words or less**
- Describe what you want to accomplish.
- Why is it important?

Statement of Need:

- Describe the area of student achievement you wish to address and provide any data that supports the need. Please include how funding of this grant will address program goals.
- Keep the statement simple and straightforward.
- Show how project supports CBC goals.

Objectives:

- Limit the number of objectives.
- Refer to evaluation and what will be measured.
- Be specific.

Description of Proposed Project/Activity:

- Describe the problem or issue addressed.
- Show how the project supports the purpose.
- List steps to be followed in project implementation.
- Relate project to need and objectives.
- Be specific.

Sustainability:

- Will this program continue after this grant cycle? If so, how will you fund it?
- Are there others who will participate in this project? What will their roles be?

Evaluation:

- Relate to stated objectives.
- Indicate how you will know whether the project was successful.