

Innovation Grant Overview

The Innovation Grant is an internal MVCC “mini-grant” that will recognize faculty and staff who seek to address pertinent/critical issues within education through new and innovative ideas. These areas of concern may include Learning Outcomes, Technology, Staff Recruitment and Development, Student Engagement, Organizational Culture and Funding. Innovation Grant proposals should not exceed \$5,000, requesting one-time seed money for enhancements for creative approaches to improve programs and services at the College.

Application Deadlines:

April 1st deadline with awards announced by **May 1st**.

October 1st deadline with awards announced by **December 1st**

Applications should be submitted to:

Frank B. DuRoss, Executive Director, Institutional Advancement

Payne Hall 220 frank.duross@mvcc.edu and,

Deanna L. Ferro-Aurience, Director of Development, Institutional Advancement

Payne Hall 220, dferro-aurience@mvcc.edu

Application Guidelines:

Proposals will be reviewed and awards will be determined at the discretion of the Mohawk Valley Community College Grants Council.

To be considered for review by the Grants Council the application must address the following elements in *two or less pages*:

Goals and Objectives: *(What are the anticipated outcomes?)*

A goal is a broad statement which describes a desired outcome. Long-range and very general, a goal should focus on outcomes, such as how a situation will be changed as a result of a successful project. An objective, or benchmark, is a quantifiable milestone that measures the progress towards your goal. Objectives should be believable, achievable and measurable (BAM).

For example: Increase student retention and enrollment by x%.

Need Statement: *(What need are you responding to?)*

Specify an identifiable need which exists and can be addressed. Describe the problem clearly, and provide supporting evidence.

Project Description: *(How are you going to do it?)*

Indicate the activities that are to be conducted to meet the objectives; include targeted population, collaborating partners, responsible staff, duration of project and a general timelines to completion. *(All collaborative partnerships outlined must have been discussed and established with the appropriate partners prior to the submission of the proposal. If collaborative partnerships are cited in the proposal but were not established in advance, the project will not be funded.)*

Estimated Budget: *(How much will the project cost?)*

Develop a line item budget and budget narrative explaining and justifying each line item; include any matching or in-kind support. Be as specific and realistic as possible. If this is a pilot project and full-scale implementation will require hiring additional staff, significant equipment purchases, or additional space needs, please share as much detail as possible now. Please remember Fringe Benefits must be included!
See form on page 3 for examples of budget categories to consider.

Project Sustainability: *(How will the project be supported long-term?)*

Innovation Grant proposals should not exceed \$5,000, requesting one-time seed money. How will this project continue once innovation award funds are disbursed?

Evaluation: *(How will you know when and to what extent you have succeeded?)*

What are the outcomes that will indicate the accomplishment of your objectives; what will be your method of evaluation (*surveys, questionnaires, test scores, etc.*).

Please be advised the following is required of all projects:

- Projects must start within one year of award notification to be guaranteed funding.
- A final report detailing project results and a budget summary is required at the completion of the project.

The Innovation Award Application template can be found below. Awards will be evaluated on the basis of the following criteria:

- **Quality**
- **Cost Effectiveness**
- **Timeliness**
- **Efficiency**
- **Creativity**
- **Replication**
- **Sustainability**
- **Feasibility**
- **Sample Goals and Objectives**



~ INNOVATION AWARD APPLICATION ~

Date:	
Project Director(s):	
Email & Extension:	
Project Title/Purpose:	

1. Goals and Objectives:

2. Needs:

3. Project Description:

4. Estimated Budget:

(Please note that if you are requesting funding for salaries, fringe benefits must also be included.)

<i>Budget Item</i>	<i>Amount</i>
<i>Salaries</i>	
<i>Fringe Benefits</i>	
<i>Contractual Services</i>	
<i>Materials and Supplies</i>	
<i>Equipment</i>	
<i>Travel</i>	
<i>Marketing</i>	
<i>Other</i>	
<i>TOTAL:</i>	

5. Project Sustainability:

6. Evaluation: