

Grant Opportunities @ ACC Foundation – Overview

Jessie C. James Emphasis on Learning (EOL) Grant

DEADLINE: September – April 30th, first-come-first serve

Available to all ACC staff for **equipment, programs, and projects of an instructional nature** in the amount of **\$1,500** per academic department and academic year (Social Sciences, English/Humanities/Fine Arts, Math, Professional Occupations, Science, Industrial Technology). Programs/projects must directly benefit and involve students. Collaborative projects among departments are encouraged.

Program Support Grant

DEADLINE: Ongoing (notification of awards will occur within one [1] week of submission)

Available to **ACC Full-time Faculty**, Program Support Grants provide supplemental resources for projects relative to specified programs at ACC (academic or otherwise). **The annual dollar amounts available and any stipulations of each designated fund vary**. Check with the ACC Foundation for details.

Dr. Russell H. and Fromilda Y. Wilson Endowed Teaching Chair Award

DEADLINE: April 1 (notification of award will occur within two [2] months of deadline)

This award/grant seeks to recognize and promote academic excellence at Alpena Community College by honoring noteworthy **full-time faculty members** and providing **\$5,000** in resources for **improving instruction, academic programs, and professional development**.

Jessie C. James Emphasis on Learning (EOL) Grant – Specifications

Available to all ACC staff for **equipment, programs, and projects of an instructional nature** in the amount of **\$1,500** per academic department and academic year (Social Sciences, English/Humanities/Fine Arts, Math, Professional Occupations, Science, Industrial Technology). Programs/projects must directly benefit and involve students. Collaborative projects among departments are encouraged.

Proposals may include research projects, guest speakers, collaborative events with two or more area programs or departments, workshops/community outreach, supplement to field trips with students, software to benefit the classroom/training experience, non-computer equipment, etc. Consideration will be given to computer equipment only if the Technology Committee is providing partial funding and not otherwise eligible for General Fund or Perkins Funds resources. Technology projects such as computer hardware and technical equipment must first be submitted to the Technology Committee and receive partial funding prior to or in coordination with an EOL application.

Grants requests must be sponsored and receive prior approval by one of the academic departments with the coordination and approval of the department chair prior to a grant application being submitted. Intra-departmental competition for funds is likely and therefore requires departments to consider proportioning grant requests in coordination with one another if more than one application per department is likely in an academic year. If several individuals plan to request EOL funds through a respective department, such requests should be prioritized as a department with the coordination of a respective department chair before funding requests are submitted. Grants request will not be considered without Department Chair prior approval for consideration.

Proposed programs/projects may not be funded if they are otherwise eligible for General Fund or Perkins Funds resources. Technology projects such as computer hardware and technical equipment must first be submitted to the Technology Committee and receive partial funding prior to, or in coordination with, an EOL application. If partial funding would not be helpful to achieve the program/project, indicate as much in the application.

DEADLINE: September – April 30, first-come-first serve

Submit complete application to the EOL Grant Committee Chair
665 Johnson St. Alpena, Michigan, 49707
ATTN: Terry McKenzie, EOL Committee Chair Ext. 7333

A COMPLETE APPLICATION INCLUDES:

1. Signed Emphasis on Learning (EOL) Grant – Specifications
2. Complete Common Grant Application – Cover Sheet, Narratives, Budget
3. Supplements – Support literature, biographies, video/links, etc. conducive to the grant screening committee's understanding of the proposed project/program may complement the application
4. EOL Grant Guidelines
 - a. Department chair approval is required prior to submitting and application. Include email confirmation with application.
 - b. Grants dollars awarded must be used by June 30 (fiscal year end).
 - c. Check requests for advance payment for a guest speaker stipend or travel advances, etc. must be completed at least ten (10) days in advance of the date needed.
 - d. Packing slips for secured equipment and materials purchased with grant funds must be signed and submitted to the Foundation Office noting the items secured immediately upon receipt and no later than the due date for the Common Application - Final Report.

Attestation

I understand that the requirements for Emphasis on Learning (EOL) Grant are stated above. I also understand that ACC is not responsible for the planning, marketing or implementation of the proposed project/program. It is the responsibility of the department/primary contact person to make the project/program a success using the resources of the grant as approved. I also understand that once the project is complete, I have thirty (30) days to submit a Common Application – Final Report.

Applicant Sign/Date: _____

Department Chair Sign/Date: _____

Program Support Grant – Specifications

Available to ACC Full-time Faculty, Program Support Grants provide supplemental resources for projects relative to specified programs at ACC (academic or otherwise). The annual dollar amounts available and any stipulations of each designated fund vary. Check with the ACC Foundation for details.

Program Support Grant requests must be coordinated with the Vice President of Instruction and respective Department Chair relative to the General Fund Budget, Perkins Grant, and/or other institutional resources available. Program Support Grants are intended to help bolster a specific project in conjunction with such institutional resources and especially where such resources are not readily available for a designated program.

Program Support Funds:

SOCIAL SCIENCES SUPPORT	SCIENCES PROGRAM SUPPORT	AIM CONCRETE TECHNOLOGY
ACC LECTURE SERIES	MANAGEMENT INFORMATION SERVICES	WELDING PROGRAM SUPPORT
ENGLISH DEPARTMENT SUPPORT	BUSINESS MANAGEMENT PROGRAM SUPPORT	AUTO SERVICE PROGRAM
HUMANITIES PROGRAM SUPPORT	CRIMINAL JUSTICE PROGRAM SUPPORT	MACHINE TOOL PROGRAM SUPPORT
FINE ARTS SUPPORT	NURSING DEPARTMENT SUPPORT	DRAFTING PROGRAM SUPPORT
WILSON FINE ARTS SUPPORT	MEDICAL ASSISTANT PROGRAM SUPPORT	MARINE TECHNOLOGY PROGRAM SUPPORT
MATHEMATICS PROGRAM SUPPORT	UTILITY TECH PROGRAM SUPPORT	COUNSELING CENTER SUPPORT
PRE-ENGINEERING PROGRAM SUPPORT	WCCT PARTNERS IN PROGRESS	LEARNING CENTER SUPPORT
GREENHOUSE PROJECT	CONCRETE TECHNOLOGY PROGRAM SUPPORT	LIBRARY SUPPORT
		OSCODA CAMPUS SUPPORT

DEADLINE: Ongoing (notification of awards will occur within one [1] week of submission)

Submit complete application to the ACC Foundation
665 Johnson St. Alpena, Michigan, 49707
ATTN: Brenda Herman, Executive Director of ACC Foundation

COMPLETE APPLICATION INCLUDES:

1. Signed Program Support Grant - Specifications
2. Complete Common Grant Application – Cover Sheet Only
3. Program Support Grant Guidelines
 - a. Applications must be submitted along with the written support of the Vice President of Instruction and the appropriate Department Chair for the respective program affected by the proposal. Support should highlight how such funding would enhance existing institutional resources for the project or fill a void where current institutional resources are not available.

Attestation

I understand that the requirements for Program Support Grant are stated above. I also understand that ACC is not responsible for the planning, marketing or implementation of the proposed project. It is the responsibility of the primary contact person to make the project a success using the resources of the grant as approved. I also understand that once the project is complete, I have thirty (30) days to submit a Common Application – Final Report.

Applicant Sign/Date: _____

VP of Instruction Sign/Date: _____

Department Chair Sign/Date: _____

Dr. Russell H. and Fromilda Y. Wilson Endowed Teaching Chair Award Grant – Specifications

This award/grant seeks to recognize and promote academic excellence at Alpena Community College by honoring noteworthy **full-time faculty members** and providing **\$5,000** in resources for **improving instruction, academic programs, and professional development**.

Types of awards include:

1. An award to pursue a particular project for research, publication, technology, or instructional/program/institutional improvement or initiative.
2. An award to pursue professional development, such as advanced coursework, an advanced degree, or specialized workshop/internship activity.

Two criteria guide the selection process:

1. Proposal: The value and quality of the applicant's proposal.
2. Professional Excellence: The applicant's record of contributions to advancement and improvement in instruction and the esteem expressed by his or her colleagues.

Available to non-probationary full-time members of the ACC Faculty Council as defined in the recognition clause of the current ACC Faculty Council – ACC Board of Trustees Contract, applicants must have held his/her position as an ACC Faculty Council member for at least four (4) regular academic-year semesters. The award may be used in conjunction with a sabbatical. If an Endowed Teaching Chair recipient's employment status changes during the term of the award, he/she will forfeit the unspent portion of the award at the discretion of the Selection Committee.

DEADLINE: April 1 (notification of award will occur within two [2] months of deadline)

Submit complete application to the ACC Foundation/Endowed Teaching Chair Award/Grant
665 Johnson St. Alpena, Michigan, 49707

ATTN: Brenda Herman, Executive Director of ACC Foundation

A COMPLETE APPLICATION INCLUDES:

1. Signed Endowed Teaching Chair Award/Grant - Specifications
2. Complete Common Grant Application – Cover Sheet, Narratives, Budget
3. Supplements – Support literature, biographies, video/links, etc. conducive to the grant screening committee's understanding of the proposed project/program may complement the application. (No more than 8 pages.)
4. Letters of Recommendation
 - a. Two brief letters of recommendation; at least one from an ACC faculty colleague, and excluding letter(s) from senior ACC administrations (president or vice president level), to be sent by the recommender directly to Brenda Herman, ACC Foundation Director, Alpena Community College, 665 Johnson Street, Alpena, MI 49707 or by college mail to BTC-125

Attestation

I understand that the requirements for Endowed Teaching Chair Award/Grant are stated above. I also understand that ACC is not responsible for the planning, marketing or implementation of the proposed project/program. It is the responsibility of the applicant to make the project/program a success using the resources of the grant as approved. I also understand that once the project is complete, I have thirty (30) days to submit a Common Application – Final Report.

Applicant Sign/Date: _____

By signing below, I attest that the candidate is a full-time, non-probationary member of the ACC Faculty Council and has taught in that capacity for at least four regular academic semesters.

VP of Instruction Sign/Date: _____

Department Chair Sign/Date: _____

ACC Foundation Common Grant Application - Cover Sheet

1. Name of organization or department requesting funds: _____

2. Primary contact person for the project: _____

3. Phone: _____

4. Email: _____

5. Address: _____

6. Grant requested (please check or circle one – see Grant Specifications for parameters):

Emphasis on Learning (EOL) Grant

Program Support Grant

Endowed Chair Grant

7. Name of project: _____

8. Amount requested: _____

9. Attestation - *I attest to the parameters of the grant requested and the accuracy and completeness of this application. I understand that as the primary person responsible for the project, and on behalf of my organization, that this grant request may be denied for any reason determined by the grant screening committee for the specific grant. I also understand that if the request is granted, the process for disbursements of the grant will be followed and a final report will be filed with the ACC Foundation within thirty (30) days of the project/program's completion.*

Signature: _____

Date: _____

ACC Foundation Common Grant Application - Narratives

In 500 words or less per each item (1-9) below, please respond to the following questions:

1. Provide a **description** of your project. (What is the name and overall concept of the program/project? Purpose?)

2. What is the **proposed timeline** for the project? (Please include a project end date.) Are there alternative dates if scheduling conflicts arise with facility use, etc.?

3. How does this project **align** with the [College mission/goals](#) and the purpose/specifications of the particular grant requested (see Grant Specifications)?

4. What is the **target population** for this project and how many people will likely benefit? How does the project enhance the ACC campus, the greater community and student experience at ACC?

5. How does this program elicit **collaboration** (e.g., does it involve volunteers, work with another community organization or is it interdepartmental/interdisciplinary?)

6. How will your project be **funded**? Specifically, for what purpose will the grant dollars be used? List other sources of funds that may be utilized and specify any other organizations working with you on this project. (Use the budget form provided for specific delineation of how funds will be generated and expended)

7. How will the project/program be **marketed** to the campus and/or community?

8. Are there any special or specific **facilities/technology needs** for this project/program (e.g., electrical, sound, etc.)?

9. How will the **success** of the project be determined? Describe any evaluation plan and specify success measures.

ACC Foundation Common Grant Application – Budget

Project Expenses	Total Amount Requested	Total Expenses for Project
Professional Fees (honorarium, etc.)		
Travel		
Lodging		
Equipment		
Supplies		
Promotion/Advertising		
Facilities Fees		
Food & Beverages		
Other (specify)		
Other (specify)		
Other (specify)		
TOTALS:		

Revenue Sources	Revenue Committed (promised)	Revenue Pending (not been confirmed)
Event Ticketing/Admission Fees		
General Operating		
Grants		
Government		
Foundations		
Private Business Support		
Individual Donations		
In-Kind Support		
Other (Specify)		
Other (Specify)		
Other (Specify)		
TOTALS:		

ACC Foundation Common Grant Application - Final Report

Due within thirty (30) days of the project/program's completion

1. Name of organization or department requesting funds: _____

2. Primary contact person for the project: _____

3. Phone: _____

4. Email: _____

5. Address: _____

6. Grant awarded (please check or circle one):

Emphasis on Learning (EOL) Grant

Program Support Grant

Endowed Chair Grant

7. Name of project: _____

8. Amount awarded: _____

9. Final Report Supplements - Directions and Expense Documents:

1. In one (1) page single spaced, typed text (no more), font size 12, standard margins, explain how the project/program transpired. What constitutes its success? Include this completed document with report along with any samples of photos, videos and evidence to capture the spirit of the project/program.

Please use the following blank page for this report.

2. Copies of all outstanding (to be paid) and previously paid invoices pertaining to this projects/program, equal to or exceeding the grant awarded and a reflection of the approved grant/budget, will be provided as duplicate copy with this report within the deadline of thirty (30) days of the project/program's completion.

Attestation

I attest that the final report, including the financial documents attached, are accurate and complete records of the project/program summarized and based on the original proposal as approved.

Signature: _____

Date: _____

Explain how the project/program transpired. What constitutes its success? Include this completed document with report along with any samples of photos, videos and evidence to capture the spirit of the project/program.