



<p>Mission Alignment</p>	<p>Successful proposals will help advance Brookdale’s strategic priorities (promote community success, develop innovative educational pathways, enhance student services, and optimize operations) in support of the College’s Mission.</p> <p>**Priority consideration (5 points)** will be given to B.I.G. proposals that advance the following ongoing College initiatives:</p> <ul style="list-style-type: none"> • Establishment & Improvement of Diversity, Equity, and Inclusion (DEI), Student Access, Persistence and Outcomes - development of programs that address Achieving the Dream (A.T.D.). • Mentoring - development of peer-to-peer, alumni-to-student, faculty-to-student, or other mentor/mentee programs. • External Grant Initiatives – Up to \$1k stipends to faculty preparing external Brookdale grant proposals for the first time.
<p>Proposal Narrative</p>	<p>Organize your narrative in relation to the proposal section headings shown below.</p>
<p>1.</p>	<p>Statement of Need (10 points) <i>Present evidence to support the need for the project.</i></p>
<p>2.</p>	<p>Goal and Objectives (15 points) State the overall goal and measurable objectives of the project.</p> <ul style="list-style-type: none"> • <i>Goal: broad statement of what you propose to accomplish.</i> • <i>Objectives: steps toward accomplishing the goal.</i> <p><i>Note: Objectives should be Specific, Measurable, Attainable, Realistic, and Time-bound (S.M.A.R.T.)</i></p>
<p>3.</p>	<p>Activities (25 points)</p> <ul style="list-style-type: none"> • <i>Describe the activities (plan of action) to be implemented to achieve the goal and objectives. Include a timeline for implementation. Be sure the activities align with the budget.</i>
<p>4.</p>	<p>Alignment with Mission (15 points)</p> <ul style="list-style-type: none"> • <i>Describe how your project aligns with the College’s Mission.</i>
<p>5.</p>	<p>Alignment with College Priority Initiatives (5 points)</p> <ul style="list-style-type: none"> • <i>Highlight which priority area the project meets.</i> • <i>Detail how your project promotes DEI and advances one of the College’s ongoing priority initiatives.</i>
<p>6.</p>	<p>Assessment & Scaling of Project (20 points) Describe how you will define and measure the success of the project.</p> <ul style="list-style-type: none"> • <i>What are the expected results of your project?</i> • <i>Describe how your project could be replicated in other areas (Institutes/Departments) of the college.</i> • <i>Describe how the success of your B.I.G. project could serve as a catalyst for external funding.</i>
<p>7.</p>	<p>Budget (10 points)</p> <ul style="list-style-type: none"> • <i>Provide a detailed budget for all proposed expenditures and/or compensation (broken down by line-item) for which you are requesting payment. Be sure the budget aligns with the activities outlined in the narrative.</i> <p>See next page for allowable costs.</p>



Eligibility	The B.I.G. grant competition is open to all full-time employees. Part-time employees and students may participate in projects with full-time employee is the lead.
B.I.G. Timeline	<ul style="list-style-type: none"> • Deadline: Friday, April 14, 2023, 5pm – NO exceptions! • Awards announced and recipients honored at employee recognition event in May. • Award Period: July 1, 2023 -- June 30, 2024
How to Apply	<ol style="list-style-type: none"> 1. Complete cover page and secure required signatures 2. Email the signed cover page (below) and attach the grant proposal to Ellen Burke, Associate Director of Grants (eburke@brookdalecc.edu), hard copies may also be hand delivered or sent via interoffice mail.
Funding Sources	\$10,000 College budget and \$15,000 Foundation (designated for B.I.G. by donor)
Award Range	\$1,000 - \$5,000
# of Awards	5-10 awards
Proposal Format	10 page max inclusive of budget. Narrative should have 1" margins and 12-point font.
Allowable Costs	<p>Allowable Costs:</p> <p>Project time at the current adjunct faculty rate of \$47.75 for any of the following:</p> <ul style="list-style-type: none"> • Research, project development, project implementation, etc. • Payment for student workers to assist with project • Instructional supplies and software (capped at \$500) <p>Unallowable Costs:</p> <ul style="list-style-type: none"> • Curriculum development (research on curriculum and pedagogy are allowable) • Professional development/travel • Funding directly to a department or division • Funds that supplant other college funding • Food • Hardware or equipment
Campus Resources	If your project requires collaboration with other campus resources, such as the TLC or Diversity & Inclusion, include a statement of agreement to collaborate.
Selection Committee	Foundation Director and Foundation Board member(s), Director and Associate Director of Grants, and a representative from the following areas: Teaching and Learning Center; Finance and Grants; Educational Services, Student Services and Past Award Recipient(s).
Grant Awards	<ul style="list-style-type: none"> • Selection committee meets and selects award winners based on a point system for each element of the proposal. • Award notification and invite to Employee Recognition event sent via email.
Programmatic and Fiscal Controls	<ul style="list-style-type: none"> • Grant account established for B.I.G. awards through Grants office and Finance. • Awardees are provided account information for processing payment of approved budgeted items. • Presentation to college community on Scholar's Day • Final budget and programmatic reports
Time and Effort	Time spent on the grant must be documented for compensation based on hours approved in the award (additional compensation form).

FISCAL YEAR 2024

BROOKDALE INNOVATION GRANTS

B.I.G.



BROOKDALE COMMUNITY COLLEGE

Name:

Title:

Institute/Division:

Department:

Email:

Ext:

Project Title:

Funding Priority Addressed:

Project Summary:

Applicant Signature		Date:	
Department Chair or Supervisor Approval		Date:	
Division Director, Institute Dean, or VP Approval		Date:	

For Grant office use only:

Date Received: