



BROOKDALE INNOVATION GRANTS

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| Mission Alignment | <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 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. • Technology - Collaborate with the Teaching and Learning Center to develop interactive multimedia or other course content that leverages technology to improve teaching & learning or student outcomes. • External Grant Initiatives - Up to \$1k stipends to faculty preparing external Brookdale grant proposals for the first time. |
| Proposal Narrative | Organize your narrative in relation to the proposal section headings shown below. |
| 1. | <p>Statement of Need (10 points)</p> <p><i>Present evidence to support the need for the project.</i></p> |
| 2. | <p>Goal and Objectives (15 points)</p> <p>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> |
| 3. | <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> |
| 4. | <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> |
| 5. | <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> |
| 6. | <p>Assessment & Scaling of Project (20 points)</p> <p>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> |
| 7. | <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> |



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| 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: Monday, April 22, 2024, 5pm – NO exceptions! • Awards announced and recipients honored at employee recognition event in May. • Award Period: July 1, 2024 - June 30, 2025 |
| 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 Stacy Leimburg, Associate Director of Grants & Institutional Development (sleimburg@brookdalecc.edu), hard copies may also be hand delivered or sent via interoffice mail. |
| Funding Sources | \$10,000 College budget and \$15,000 Foundation |
| 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 \$49.25 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 | Director and Associate Director of Grants, and representatives from the Teaching and Learning Center, Finance and Grants, and the Foundation Board, if desired. |
| 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). |



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Name: _____ Title: _____
 Institute/Division: _____ Department: _____
 Email: _____ Ext: _____

Project Title: _____

Funding Priority Addressed: _____

Project Summary: _____

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

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| For Grant office use only: | |
| Date Received: | |