2025 BCF Lockwood Foundation Grant

The Bellevue College Foundation and the Lockwood Foundation are pleased to announce the 2025 offering of The Lockwood Foundation Fund for BC Faculty Excellence and Innovation. This grant opportunity is open to faculty members and provides support for new or ongoing projects that promote innovation in teaching and/or advance entrepreneurial models at the College. Typically, individual grants will range from $2,500 to $10,000. The funding availability period for successful applications is June 1, 2025 – May 30, 2026.

Instructions   Application   Authorization

Application Instructions

Criteria for Selection

Applications are evaluated on the merits identified below (not listed in order of priority):

- Clarity of project goals and feasibility of achieving them
- Long term sustainability and value to the college
- Innovation or advancement of entrepreneurial models at the College
- Applicability to the College's most recent strategic plan and Priorities Project

Application Procedure

- Complete online application.
- Only current BC faculty members are eligible to submit grant requests to the Lockwood Foundation Fund.
- Grant applications must be supported by the appropriate Program Chair, division Dean and Vice President before the funding request will be considered. Funding requests are reviewed and awards determined by the Lockwood Grant Selection Committee. In some cases partial funding may be awarded. It is the applicant's responsibility to determine if additional monies can be found to bridge the gap.
- The completed and signed application must be submitted online by the deadline.
- Recipients are required to submit a project evaluation to the Foundation 60 days after project completion.

Important information for all applicants

- The review committee includes members who are not BC employees, therefore you should spell out all acronyms.
- Funding is not available for events that have already taken place prior to the date when funds will be available.
- Grant funds may not be used for salaries. However, grant funds may be used for stipends, according to the college's rules on stipends. Please work with the HR and Payroll departments to ensure that calculations for such personnel expenses and the benefits are accurate. Processing of stipends is to be done by the recipient and should be routed through HR and Payroll.
- Grant funds may be used for travel, but recipient must still follow state rules regarding travel, hotels, airfare, etc.
- Do not use links to websites or other online information as a substitute for articulating your need or what will be funded. Links to websites or other online information may be used to provide direction for reviewers who want to research your proposal further.
- All publicly circulated information associated with Foundation-funded projects must contain the phrase "made possible by a grant from the Bellevue College Foundation".
- Award recipients must submit a final report to the Foundation in order to be eligible for future grants.
- Awards will be established as a new, temporary college budget in accordance with state guidelines. All expenses will be charged to that budget as they are incurred. Processing of all expenses is to be done by the recipient.
- Grant applications become the property of the BC Foundation.

Please email **foundation@bellevuecollege.edu** if you have questions.

Bellevue College does not discriminate on the basis of race, color, national origin, language, ethnicity, religion, veteran status, sex, sexual orientation, including gender identity or expression, disability, or age in its programs and activities. Please see policy 4150 at **www.bellevuecollege.edu/policies/**. The following people have been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, 425-564-2641, Office C227, and EEOC/504 Compliance Officer, 425-564-2178, Office B126.

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Application

Applicant Name *

| First | Last |

BC Title *   **BC Department** *

Email *   **I am:** *

☐ Part-Time Faculty   ☐ Full-Time Faculty

Are you submitting a joint application with another BC faculty member?

◯ Yes   ⬤ No

While two faculty members are welcome to work together on a joint proposal, only one application should be submitted.

Proposal Title: *

[   ]

Brief Project Description: *

[   ]

Please provide a brief project description which includes what will be purchased, the purpose of the purchase and of the project, and who will benefit. Please limit this brief description to 2-4 sentences or a maximum of 150 words. A detailed project description is required later in the application.

Proposal Information

Provide a detailed description of the project, identify the groups served, explain how they are served, and what you aim to accomplish. *

[   ]

Please describe the amount funding you are requesting, and how it will be used. *

[   ]

Example: With this grant of $ x,xxx the _____ department will purchase _____ for students enrolled in _____ courses.

Please provide a detailed timeline for your proposal. If your proposal receives funding, the grant budget will be available June 1, 2025 – May 30, 2026. How will the impact of this project be sustained and/or replicated beyond that timeframe? If you are requesting seed money, or funding for an ongoing project, how will it be funded in the future? *

[   ]

In light of both the BC Priorities Project and the 2017 Strategic Plan Closeout report, how does your proposed project serve the continuing or currently unmet goals of the college? How does this project advance the college's equity, inclusion, and social justice efforts? *

[   ]

You can review the Priorities Project here, and the 2017 Strategic Plan Closeout report here.

How will you determine the success of your proposed project? Please provide the quantitative or qualitative markers you will use to determine success and how you will obtain that information. *

[   ]

The Lockwood Grant was created to provide funding for projects that promote innovation in teaching and/or advance entrepreneurial models at the College. Please describe how your proposal will help further those goals. *

Proposal Budget

Include full descriptions of items and services to be purchased and work to be performed. A column has been provided for itemization. Itemization is very important as reviewers want to know exactly what will be purchased with the grant funds as well as other funds that have been requested or secured outside the Lockwood Grant funds.

Lockwood Grants will not cover salaries or food expenses. In some cases, personnel expenses in the form of stipends are allowed and can be incurred when paying a current BC employee for services rendered. Your proposed budget must include benefits (contact payroll to determine benefit rate). If you are requesting funds for stipends, your application must have signatures from the Payroll Director and the VP of Human Resources, who will review the application to ensure there are no benefits or personnel issues.

Under current Washington State guidelines, professional service contracts cannot be funded.

Purchased services are used for contracts with organizations or individuals not currently employed by BC and require appropriate tax documentation from the organization or individual prior to payment. Please refer to BC purchasing policies and procedures for further information.

Please note that appropriate documentation will be needed before BC can disburse funds. Disbursements are subject to state rules.

Awards will be established as a new, temporary college budget in accordance with state guidelines. All expenses will be charged to that budget as they are incurred. Processing of ALL expenses is to be done by the recipient.

Expense Type *	Expense Description/Itemization *	Grant Amount Requested *	Other Sources *
		$0.00	$0.00

+ Add Expense

Total Project Budget

$0.00

The committee likes to touch as many projects as possible – providing partial funding options may make your application more successful.

Think about your project budget in discreet parts – is there a $1000 piece that a Lockwood Grant might be able to fund if they aren't able to provide the entire amount being requested? Present different funding level options.

- For $____, the Foundation would fund the entire project which impacts X students.
- For $____, the Foundation would fund a scaled back project which impacts X-Y students.
- For $____, the Foundation would fund this piece of a larger project, and we would likely get additional funding from _____.

If you were to receive partial funding, how would this affect the project? Please include a revised budget based on partial funding. *

If there are other revenue sources available which might fund this project, please provide details regarding either your request for that funding or your choice not to pursue it. The committee seeks assurance that the applicant has pursued other funding or college resources. Please discuss the results of your efforts to access other funding, or other College resources. *

Proposal Impact

Number of people served (Students, Community, and/or Employees) – please estimate the impact of your proposal on the College community. How many students, employess, and community members will participate in or benefit from the work you plan to do?

These numbers help the committee understand the scope of the work you are proposing. Estimates are fine.

Number of Students Served *   **Number of BC Employees Served ***   **Number of Community Served ***

How did you determine the numbers above? *

Are you willing to present your project at a Foundation Board meeting or event? *

🔘 Yes   ⚪ No

Do you intend to publish articles about this project or present the associated work at a conference? If so, please elaborate on the expected audience. *

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Authorizations & endorsements

BC Support & Signatures

Please note that there is no Signature Page required as part of this application. The Foundation expects that you will have conferred with both your Program Chair and Dean regarding this proposal and are submitting it with their support.

As a part of the review and selection process, Academic Affairs leadership will provide feedback to the Foundation on all submitted proposals.

I have conferred with my Program Chair regarding this grant proposal and they are in support of its contents.

● Yes   ○ No

Name of Program Chair *

First

Last

I have conferred with the Dean for my Division regarding this grant proposal and they are in support of its contents.

● Yes   ○ No

Name of Dean *

First

Last

By signing below, you affirm that the information provided in this application is accurate and the proposal is submitted with the support of your program and division at the College.

Applicant Signature *

✕

draw   type

Date Signed *

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