



2020-21 BCF Lockwood Foundation Grant Application

The Bellevue College Foundation and The Lockwood Foundation are pleased to announce the 2020-21 offering of The Lockwood Foundation Fund for BC Faculty Excellence and Innovation. This grant 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. Specific examples of potentially successful applications include: baccalaureate curriculum development; innovative implementation of general education requirements; creative work defining the next generation of interdisciplinary models; vanguard work on our workforce programs; practical methods for infusing the latest in pedagogical theories into the curriculum; and development of new courses that can be marketed to other schools and institutions and that will appeal to new audiences.

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 of instructional models
- Applicability to the college's strategic plan and advancement of the pluralism initiative
- Projects should result in materials that can be shared easily with colleagues

Application Procedure

- Complete online application.
- Only current BC faculty members are eligible to submit grant requests to the Lockwood Foundation Fund for BC Faculty Excellence and Innovation.
- Grant applications must be signed and dated by the appropriate division Dean and Vice President before the funding request will be considered. Funding requests are reviewed and 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 11:59 P.M. on Friday, February 12, 2021.**
- Applications received after the deadline will not be given priority in the review process.
- 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 the 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.
- Requests for curriculum development must demonstrate that the course has been fully vetted, signed off by a director or dean, and includes an approval by the curriculum committee.
- All publicly circulated information associated with Foundation-funded projects must contain the phrase "made possible by a grant from The Lockwood Foundation Fund for BC Faculty Excellence and Innovation and the Bellevue College Foundation."
- Award recipients must submit a final report to the Foundation in order to be eligible for future grants.
- In order to be eligible in this round, the requestor must have submitted a brief evaluation for any grants previously received. The BC Foundation will publish reports annually for review by the public and the Lockwood Foundation.
- Grant applications become the property of the BC Foundation.
- 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.
- You are asked to investigate all opportunities for funding your proposal. This includes:
 - Division budgets – check with your VP.
 - Departmental budgets – check with your Dean.

- Professional Development funding – check with your department.
- Instructional Equipment funding – check with your department.
- Student Programs funding
- Student Technology Fee Committee

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

Application

Applicant Name

First

Last

BC Title

BC Department

Email

Phone

I am:

☐ Full-Time Faculty ☐ Part-Time Faculty

Please indicate how many classes you teach each year:

Project 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.

Number of people served (Students, Community, and/or Employees) – this number is very important as we use this to estimate the cost/benefit ratio and to make impact statements – which help us raise more money for programs such as the Lockwood Grant program.

Number of Students Served

Number of BC Employees

Number of Community Served

Directly

Served Directly

Directly

Number of Students Served
Indirectly

Number of BC Employees
Served Indirectly

Number of Community Served
Indirectly

How did you determine the numbers above?

Project Timeline:

The Foundation will not fund work that begins before the funds available date.

Amount of Partial Funding
Request:

Amount of full funding request:

Total Project Budget:

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

Total project budget means TOTAL project budget. Are you getting funds from other sources, will you approach other sources?

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

☐ Yes ☐ No

Please list any public relations, press, and recognition opportunities that may be available for the BC Foundation:

Recognition opportunities – This is important – again, the more we are able to promote that Lockwood Grants fund A, B & C, the more money we can raise and return to you in the form of Lockwood Grants.

Project Budget Information

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 of the Lockwood Grant funds.

Lockwood Grants will not cover salaries or food expenses. Personnel expenses (e.g. stipends) are allowed and are incurred when paying a current BC employee for services rendered. The college's rules pertaining to stipends will apply. Your proposed budget must include benefits (contact payroll to determine benefit rate).

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		\$0.00	\$0.00

Total Project Budget
\$0.00

Essay Questions

Please describe exactly what will be purchased.

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

Provide a detailed description of the project, identify the groups served, and explain how they are served.

How does this project serve the strategic goals of the college? How does this project advance the college's pluralism initiative? What is the long term impact on the college?

Please explain your planned approach or line of research to be used.

How will the impact of this project be sustained and/or replicated?

Our college has stated that it will make decisions based on a culture of evidence. What are the goals of this project? What measure will you use to evaluate the success of your project? Please be specific about the quantitative and qualitative measures you will use.

Measures of success – give us quantitative measures and provide information about how those measurements will be obtained (survey, number of students achieving X GPA, tickets sold).

How might your project encourage innovation of instructional models and/or contribute to our greater community?

Contribution to greater community – this is the BC Community and also the Bellevue Community.

Does your project support any “at risk” student populations? If so, please identify the student population and explain.

Please provide a brief timeline showing your work plan for the project period.

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 that funding. The committee seeks assurance that the applicant has pursued other funding or college resources. Please discuss the results of your proposal to access funding, or other college resources.

Other funding? This helps the committee understand whether you are asking to fill a small gap in funding for a much larger project. Also can help to identify partnership opportunities, recognition opportunities, etc.

If you are requesting seed money or money for an ongoing project, how will it be funded in the future?

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

This is very important and should also be supported by alternative budgets submitted. At each funding level it is important that the Foundation understand what is being purchased, the impact of the Lockwood Grant award (people served), and the opportunity cost of not providing a higher level of funding.

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? What is the minimum level of funding that could be utilized in support of the project? All applicants are required to provide a minimum amount of funding requested. Please include a revised budget based on partial funding.

How might this project add revenue to the college? (This is not necessary for funding but would be considered an added benefit by the selection committee).

Do you intend to publish article(s) about this project or present it at a conference? (This is not

necessary for funding).

Authorizations & Endorsements

Applicant Name

First

Last

Applicant Signature

Date Signed

Required BC Authorization & Signatures

In order to be considered, completed applications must be signed and dated by the appropriate division Dean and Vice President before the funding request will be considered.

Please download the below signature page (required) and route to the required signers, along with a copy of your application.

Once the Signature Page has been signed completely, please upload to your application in the space provided in this section. It is the responsibility of the applicant(s) to ensure that the Signature Page is completed by all parties and uploaded to this application. **Printed copies of the Signature Page will NOT be accepted, and your application will be considered incomplete if not uploaded to this application.**

Applications received after the deadline will not be given priority in the review process.

Authorizing Program Chair Name

First

Last

Applicant may not authorize their own application

Authorizing Department Dean Name

First

Last

Applicant may not authorize their own application

Authorizing Department VP/Dean Name

First

Last

Applicant may not authorize their own application

Click on the link below to access and print the required Signature Page.

[2020-21 Lockwood Grant Signature Page](#)

Upload completed Signature Page here: