

# Montgomery College Foundation’s Innovation Fund Grant Proposal Application Guidelines

## 2023-2024 Grant Theme:

### *“Innovations in Connections, Completion, and Community”*

Total funding available up to \$40,000.00

Submit applications by March 19, 2024

Project must conclude by May 31, 2025

Questions? Email: [innovationworks@montgomerycollege.edu](mailto:innovationworks@montgomerycollege.edu)

The MC Foundation Innovation Fund has up to \$40,000 for projects that demonstrate how they will enhance the student experience across various learning environments, aiming not just at academic success, but also at contributing to a richer community fabric will be highly considered. The grant is made possible this year through the generosity of Montgomery College Foundation donors.

Projects that have direct linkage to student success, social justice, equity and inclusion, advance student completion, and extend the impact of our educational environment into the community are ideal initiatives for this grant. Grants that promote collaboration and cross-functional teams will be given greater consideration. We are looking for your best thinking and innovative strategies that will impact a broad range of students. Faculty, staff, administrators, and students are eligible to submit proposals. Students desiring to participate are required to partner with a faculty or staff member to submit an application.

#### **Innovation Fund Grants should be used for:**

- Designing new “out of the box” thinking initiatives fostering student success
- Creating new programs or experiences that go “above and beyond”
- Developing projects:
  - related to academic and student affairs
  - promoting student success from academic, student support, or operational department(s) of the institution
  - expanding on “typical classroom” experiences that can be applied to multiple sections and/or courses and taught by multiple instructors.

#### **Innovation Fund Grants should not be used for:**

- Funding day-to-day programs operations
- Expanding existing programs
- Attending conferences
- Purchasing classroom supplies or other instructional support (except as necessary for the innovation)

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**Grant proposal application should include the following sections:**

**1. Abstract** (*not to exceed 100 words*)

**2. Themes** (*please indicate all relevant themes*)

- Student success
- Student graduation, completion, and retention goals
- Student transfer goals
- Equity and inclusion
- Part-time students
- Support for newly enrolled (first-time) students
- Civility
- Building a culture of evidence
- Social justice

**3. Proposal Narrative**

- Project Description—a detailed description of your proposed project
- Theme Connection—how this project connects to this year’s grant theme and improves student success
- Innovative Solution—ways the project leverages expertise across disciplines or departments providing an innovative solution
- Measurable Outcomes—a descriptive explanation of a successful project including a plan for collecting data during implementation
- Student Impact—the estimated number of students affected by the proposal (directly/indirectly)
- Timeline—a timeline for implementation
- Data Support—research data that supports the need for the proposed project

**4. Proposed Budget**

	Amount (\$)
Faculty or Staff Salary	
Student Assistant	
Honoraria	
Scholarships	
Stipends	
Conference/Meetings	
Contract Services	
Equipment	
Local Travel	
Professional Development	
Supplies	
Other (specify)	
<b>Total Budget Requested:</b>	

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## 5. Budget Justification

- Explain the proposed budget and how it is an efficient use of resources
- Identify and explain Montgomery College facilities or resources required to implement project, if appropriate. *(For example, if Office of Facilities, Office of Information Technology, or collaboration with other departments is required, documentation of this collaboration is strongly encouraged in this section of the application.)*

*Applicants are encouraged to use the following criteria to evaluate the quality of their proposal:*

<b>Description &amp; Objectives</b>	Offers specific, clear, and obtainable objectives that align with MC’s goals and the innovation grant theme. Includes budget justification and timeline for implementation.
<b>Innovative</b>	Demonstrates engagement in a critical conversation, issue, or idea that generates a proactive solution to the challenges and opportunities facing MC’s students and the community.
<b>Improves Student Success</b>	Promotes specific improvements to student success and/or the broader College community.
<b>Measurable Outcomes</b>	Clearly states benchmarks for success and measurable outcomes that identify what participants are expected to receive/learn as a result of engaging in this project and provides a plan for data collection during implementation.
<b>Collaborative</b>	Demonstrates a high level of collaboration between students, faculty, staff and other identified departments for project planning and implementation and/or how the project leverages expertise across disciplines or units.
<b>Student Impact</b>	Provides specific numbers of students and audience projections (preference given for higher number of students impacted directly or indirectly).
<b>Data</b>	Supplies College and industry data supporting and documents need for the project. Clearly documents data origin and source. Method for data collection and analysis supports stated objectives/outcomes.