

## President's Imagination Mini-Grant Program 2024-2025

### Key Dates

Applications Due: April 30, 2024, 4:30 PM EST

Awards Announced: June 3, 2024

Spending Timeframe: July 1, 2024 – May 31, 2025 (*Note: All spending must occur by this date—requests for extensions cannot be honored.*)

Final Report Due: July 1, 2025 4:30 PM EST

### Purpose

The purpose of the President's Imagination Mini-Grant program is to (a) provide seed funding to faculty and staff for innovative projects that are aligned with the college's strategic planning goals, and (b) provide faculty and staff with the opportunity to learn about the entire grant process—from development of a successful proposal to project management—so that they may be successful in future grant activities.

### Eligibility

All part-time and full-time Roane State employees are eligible to apply for a President's Imagination Mini-Grant. If you received a President's Imagination Mini-Grant in the previous fiscal year (awarded in spring 2023 for spending July 1, 2023 – May 31, 2024), you are not eligible to apply this year. You may apply again next year. Please also note that submitting similar proposals as in previous years, but with different project leads, will not be allowed.

### Total Funding

Up to \$20,000 in grant awards will be made, ranging from \$1,000 to \$5,000 each.

Grant award recommendations will be made by the 2023-24 PIMG grant awardees. Final awards will be determined by the RSCC President.

### Grant Application—General Requirements

Grant applications must include a completed President's Imagination Mini-Grant Cover Page.

The grant application cannot exceed 8 pages exclusive of the Cover Page. The application should be double-spaced with a font size of 12 or greater. Charts and tables can be single-spaced with a font size of 10 or greater.

Proposals should be submitted via email to Shelley Esquivel as PDF or WORD files by the due date.

## Grant Application—Required Contents

The grant should address the areas/questions listed below. Please use the same numbering system listed below in structuring the proposal. Applications will be scored on a 100-point system.

1. Need: (15 points)

Describe the need that is being addressed by this project. Include documentation, data, research, and/or other information to support the need.

2. Proposal: (30 points)

- a. Describe the plan/project for meeting the need(s) described in the previous section. (15 points)
- b. Describe the anticipated impact of the project. Impact might include the number of students affected, time savings, efficiency gained, student success or learning increases, etc. (10 points)
- c. Describe how you will sustain the project after the grant period, if applicable. Do you plan to apply for external grant funding in the future to continue or expand upon this project? If not, why not? (5 points)

3. Work Plan: (10 points)

Provide a work plan showing key activities for project implementation, assessment, and final reporting. Include dates and the names/titles of key individuals responsible for implementation of all grant activities. **All spending of grant funds must occur by May 31, 2025.** You may choose to provide this information in a chart. A final grant report will be due July 1, 2025.

4. Strategic Plan: (15 Points)

Describe how the project addresses one or more of the goal areas in Roane State's Strategic Plan— (1) Post-Secondary Participation, (2) Student Persistence and Success, (3) Quality Learning and Working Environment (4) Community Vitality and Workforce Development.

5. Assessment: (20 points)

List 1 to 3 clearly defined, measurable, and comprehensive goals you plan to achieve. Describe the assessment measures that will be used to assess attainment of project goals.

6. Budget: (10 points)

Provide a line item budget for this project. For each expenditure, provide details describing what the funds will be spent on and how the funding amount was determined. Also list other in-kind contributions or resources to be used for this project. In-Kind/Match for a grant is anything to which a monetary value can be assigned and helps support the grant or adds to the grant without being reimbursed by the grant funds. Projects in this program will not fund stipends or salaries.

**Important:** You will need to stay within your specified budget for each budget category. For example, if you've designated \$500 for instructional supplies, you need to get permission from both your supervisor and the Grants Department to spend more than \$500 for instructional

supplies. Please note that there is some flexibility here—you may go over by 10% in any budget category without approval if the overall grant budget is not exceeded.

***Sample Budget***

<b>Line Item</b>	<b>Budget</b>	<b>Description</b>
Dues/Subscriptions		
Office and Operational Supplies		
Postage		
Travel/Conferences		
Instructional Supplies		
Food		
Other (detail)		
Total		

In-Kind Contributions and Other Resources:

**Final Reports**

A final report (1 – 3 pages) will be required documenting assessment measure outcomes, successes and learning experiences associated with the project, and plans for continuing or expanding the project by applying for external grant funds. The final report should include budget information as presented above, with an additional column showing the funds spent for each line item. Failure to submit a final report will disqualify you for future PIMG awards.

**Contact Info for Questions and Grant Application Submittal**

Please contact Shelley Esquivel at (865) 354-3000 ext. 4822 ([esquivelsl@roanestate.edu](mailto:esquivelsl@roanestate.edu)) with questions. Grant applications should be submitted to Shelley via email.