Innovation Mini-Grant Application Instructions

The York Technical College Innovation Mini Grant Program funds ideas and projects that foster student success and promote faculty innovation. Projects should align with the York Technical College Strategic Direction, explore innovative programming, help implement instructional enhancements, and provide for educational enrichment activities.

Grant Cycles
- Applications are accepted twice a year, September 1 – October 31 for the Spring Cycle, and March 1 – April 30 for the Fall Cycle.
- Award notifications will be made around December 1 and June 1.
- Programs or projects are to be implemented within six months of receiving funding, January – June and July – December.
- A final report is due to the York Technical College Foundation within 30 days after completion of the project.
- An interim report must be submitted if previous award recipients are applying for a continuation of funding in the application cycle before a final report is due.

Applications
- Please fill out the Innovation Mini-Grant Application, completely answering all questions and attach any and all supporting documentation.
- All application materials should be grammatically correct, easily understood, and have reasonable budgets and timelines for completion.
- Collaborative projects must be a true collaborative effort with two or more departments working together to ***develop, implement, and manage*** the project or program.
    - A department providing **only** a campus business service or resource necessary to activate the project ***will not*** be considered a collaborative partner.
    - Proposals for collaborative efforts require all department representatives involved in the project to be listed as points of contact on the application in addition to the project manager.
- Completed applications should not exceed three single-spaced pages.
- Acquire appropriate signatures and approval as indicated on the application form. Applications without appropriate approval with not be considered.
    - Collaborative projects require the respective division leaders for all participants to approve and sign the application before submission.
    - If the collaborative partner is an external entity, a letter of support from the organization's leadership is required.

- Projects and programs should have the potential for long-term impact and sustainability.
- Project managers with a current or previously funded Innovation Mini-Grant project may apply for funding for a new project or additional funding for the successful project.
    - Current project managers approved for funding for new projects will be granted awards on a conditional basis until the final report on the current project is submitted to the Foundation and accepted as complete.
    - Project managers with a previously funded, successful Innovation Mini-Grant project may re-apply for *one* additional year of funding for expansion or enhancement of the original project to create a long-term impact.
    - Applicants seeking an additional year of funding must have submitted a project report for the initial award. A copy of the completed report as well as an approved plan for incorporating long-term project costs into their respective divisions' budgets must be included with the application for additional funds.
- Examples of items that may not receive funding:
    - Salaries for faculty/staff or student workers
    - Food for departmental events
    - Expenses that are available through college budget to include operational expenses, the repair/replacement of existing equipment or technology, and support of current programs.
    - Sponsorships of other non-profit organizations
    - Requests that do not align with the College's Strategic Direction
    - Direct gifts or funds to students or faculty/staff

Awards
- Awards are available at two funding levels – individual up to $1,500 and collaborative up to $5,000.
- Recipients may be required to present their funded project at various campus meetings and events to include the Foundation Board of Directors meetings. Funded project presentations and reports may also be included in College and Foundation publications and placed in Foundation archives.

Application Evaluation
- All grant applications must be reviewed and approved by the respective Associate Vice Presidents (AVP's) before submission to the Foundation. Proposals for collaborative efforts require the approval of the department leaders and AVP's of the project manager and all collaborative partners.
- Applications are reviewed and rated by the Foundation's Innovation Mini-Grant Review Committee. The decision of the Committee is final.

Technical Assistance
- A voluntary grant writing workshop will be available in the fall and spring cylces to faculty and staff interested in applying for funding.
- Participation in the workshop qualifies as York Technical College professional development.