GENERAL EDUCATION PROJECT GRANT
2017-18 ACADEMIC YEAR

PURPOSE:
This grant funds projects and events that advance the objectives of the General Education program. Two types of projects are funded by this grant program. The first supports projects and excursions directly related to a faculty member’s general education sections (i.e., trips to Washington, D.C., etc.). The second are those projects, programs, and/or events which benefit the general education program or students within a discipline and/or the community at large (i.e., performances that General Education students in a Department are required to attend, events where the work of General Education students are featured, and so forth.) This grant can now support projects that have been funded previously. The deadline is a rolling date until funds are exhausted.

GRANT APPLICATION

PROPOSALS MUST CONTAIN THE FOLLOWING:

• **Title Page**

• **Summary:** The Summary must provide a clear description of the project. It must then explain how the project advances the learning objectives of the appropriate General Education Category (Attached). For projects/programs/excursions specific to a faculty member’s General Education Sections, it is suggested that an ‘assignment’ of some type be required (i.e., reaction paper, exam question, etc.)

• **Budget Page:** The Budget Page must be completed. In addition, for each budget item you MUST include a written estimate produced by the vendor. The grant will NOT be evaluated without written estimates attached.

• **Written Estimates or Receipts** (The grant WILL NOT be evaluated by the Committee without these.)

AWARD CRITERIA

• Summary statement that clearly and concisely explains how the project will meet established objectives of BOTH the General Education program and appropriate Category Objectives.

• Budget feasibility and reasonableness.

• Quality of overall proposal (well organized and presented, proofread, etc.)

GRANT POLICIES

Receipts must be retained and submitted for reimbursement.

General Education Project Grants can be submitted once a semester and for General Education course sections taught by a faculty member.

Grant Awards are limited to:

• $1,500 per General Education class section (For example, 2 sections of a Gen Ed class going to Washington D.C. is limited to a $3,000 grant.)

• $2,000 per ‘Project’ that falls outside the direct purview of a faculty member’s course sections.

If your project is funded, you must complete a final report at the end of the semester assessing your program/project. Guidelines for this will be given out with award letters.

QUESTIONS AND SUBMISSION INSTRUCTIONS

Questions can be directed to James Hamblin at JEHamb@ship.edu. Please submit the grant application as an attachment to me. The electronic submission does not need signatures or vendor estimates. However, you must send a single hard copy of the entire proposal that includes original signatures and vendor estimates to Henderson Gym 107D.
Please note: The summary narrative with a clear description of the project, including how the learning objectives of the appropriate General Education category are met, should be attached to this form.

Name: 
Department: 

Email: Phone: 

Date of Proposed Project/Event/Excursion: 

If project/event is specific to your general education course sections, please provide Course # and Section number(s): ______________, ______________, ______________

General Education Category: (Skills and competencies, A-E, Diversity requirement) 

Brief Description of General Education Project (50 words maximum): 

Total Amount Requested: __________________________

Faculty Member Date
**GENERAL EDUCATION PROJECT GRANT**  
**BUDGET SHEET**  
*(WRITTEN ESTIMATES FROM VENDORS MUST BE ATTACHED TO HARD COPY)*

Name: ...........................................  
Department: ....................................

Email: ...........................................  
Phone: ...........................................

Month and Year of Proposed Event:

**ITEMIZED BUDGET (PROPOSED)**

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**Total Requested:**

Faculty Member ..................................  
Date .............................................