

## GENERAL EDUCATION GRANT

# INSTRUCTIONS PAGE

The purpose of General Education (GE) Grants is to support projects, events, and other activities that advance the objectives of the GE program. This includes off-campus excursions, on-campus performances, events highlighting the work of GE students, and other projects related to the GE curriculum.

## SUBMISSION INSTRUCTIONS

Grant applications are due by 11:59pm on the 15<sup>th</sup> of each month starting in August and ending in April, or until funds are exhausted. This will ensure that the General Education Council's (GEC) Budget Committee has adequate time to review the applications before the next full GEC meeting, held on the last Tuesday of each month. Applications received after the 15<sup>th</sup> will be considered during the following review cycle.

Direct any questions and submit grant applications (with supporting documents) to the current GEC Budget Committee Chair, **Carrie Sipes**, [casipes@ship.edu](mailto:casipes@ship.edu).

## GRANT APPLICATIONS

In order for review by the Budget Committee, submitted grant applications must contain the following items:

- Information and Summary Page: Please provide the requested information and submit a written summary of what the grant is for and what you are requesting. The summary should provide a clear description of the project/event and how it advances the learning objectives of a specific Program Goal. We also suggest describing an assignment that students will complete after participating.
- Budget Page with Supporting Documents: Complete the budget page and for each item listed, provide a written estimate from the vendor. Your proposal will **not** be evaluated without supporting documents.

The Budget Committee will review your grant based on the criteria in the evaluation rubric (see final page).

## GRANT POLICIES

- Receipts must be retained and submitted for reimbursement to your department/office secretary
- Retroactive funding can be granted up to 30 days after your event
- Faculty teaching GE courses may submit one proposal per semester
  - If multiple faculty are contributing to the same project, please submit a joint application
- Grant awards are limited to:
  - \$1,500 per GE class section (e.g., two sections of a class going to a museum are limited to \$3,000)
  - \$2,000 per project/event that encompasses multiple GE courses
  - Please note that partial funding may be awarded as the GEC nears the end of its allotted funds
- If your project/event is funded, you must submit a final report to the GEC Budget Committee Chair by the end of the semester that the project/event is held. This report should summarize the event and assess its impact on student learning. Specific guidelines will be provided with the award letter. If a final report is not submitted, you will not be allowed to apply for another GE grant until the report is received.

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### INFORMATION AND SUMMARY PAGE

Title of Project/Event:
Date of Project/Event:

Your Name:	Department:
Email:	Phone:

General Education Program Goal Supported:
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List the GE course(s) and sections you are teaching (or will teach) that this proposal is for:
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If the project/event is open to the entire campus, list any additional students/populations who may be interested in attending:
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Total Amount Requested: \$
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### PROJECT/EVENT SUMMARY

In your project/event summary, please include: (1) a clear description of the project/event, (2) who will or can participate (e.g., students of specific courses, open to campus community), (3) how it will support the learning objectives of the specified GE Program Goal, and (4) if there are any assignments associated with this project/event. You may start writing in the space below (continuing onto new pages as needed) or attach the summary as a separate document.

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**BUDGET PAGE**

For each item, attach a written estimate from the vendor or a supporting document (such as an email message) that outlines the cost. Additionally, if you are requesting less than the total amount, please state where the remaining funds are coming from.

**ITEMIZED BUDGET**

	<b>Item</b>	<b>Cost</b>	<b>Quantity</b>	<b>Amount</b>
1		\$		\$
2		\$		\$
3		\$		\$
4		\$		\$
5		\$		\$
6		\$		\$
7		\$		\$
8		\$		\$

**TOTAL AMOUNT OF PROJECT/EVENT: \$**

**TOTAL AMOUNT REQUESTED: \$**

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**GRANT EVALUATION**  
**COMPLETED BY GE BUDGET COMMITTEE**

Date of Submission:	Date of Evaluation:
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Required Elements	Complete proposal?	Linked to GE Program Goal?	Itemized budget?	Supporting documentation for all budget items?
	Yes/No	Yes/No	Yes/No	Yes/No

	<b>2 – Excellent</b>	<b>1 – Adequate</b>	<b>0 – Poor</b>	<b>Rating</b>
<b>Quality of Application</b>	Clear and detailed description of project/event; All information provided; Free of typographical errors	Clear but general description of project/event; Details missing; Contains a few typographical errors	Unclear what project/event is; Information missing; Contains several typographical errors	
<b>Relevance to General Education</b>	Clear that proposed project fits with specified Program Goal; Explains how project connects to specific learning objectives	General links to Program Goal made; Connections with specific learning objectives not clear	How project fits with Program Goal not explained; Connections with learning objectives absent	
<b>Students Impacted</b>	Open to campus community or students across different GE courses; Students from different disciplines could benefit	Open to students across different GE courses or multiple course sections	For students in one section of one GE course	
<b>Project/Event Budget</b>	Budget for project is reasonable; Costs are essential and relevant to project	Budget is generally reasonable; Some costs not essential or relevant to project	Budget unreasonable given the project; Many expenses are not essential	
<b>Assessment of Student Learning</b>	Requires student assignment based on participation in project; Assignment described clearly and fits with project	Requires student assignment based on participation, but not described clearly or does not fit with project	Student assignment not required	
<b>Comments</b>				
	<b>TOTAL</b>			

**Recommendation:** Approve / Do Not Approve