



faculty development committee

Small Grant Application

Submit one copy of this application to the FDC office (CH 201).

If it is not possible to submit application prior to convention, submit as soon as possible (within the same semester) after the convention.

Applicant's Name: _____ **Date:** _____

Home Address: _____ **School Address:** _____

Short Summary or Title of Request: _____

Amount Requested: (Up to \$300 can be granted to each applicant during each academic year.)

If awarded: issue check to applicant. deposit in the _____ Dept. Budget # _____.

Guidelines

The Small Grant Program is intended to aid a faculty member in the development of teaching skills, classroom courses, teaching aids, and minor expenses for research. The following are just a few examples of Small Grant money potential uses:

- Develop or purchase audio/visual materials for courses.
- Participate in an external instructional or course design workshop.
- Prepare individualized course packets or modules.
- Obtain computer software for classroom instruction and/or data analysis.
- Hire an external faculty person to come to Regis for consultation on specific courses.
- Develop instructional materials for courses.
- Specialized library acquisitions

FDC will not fund requests for entertainment, wages for the applicant (or immediate family), and travel and/or convention expenses that that are eligible for FDC Travel and Convention Grant funds.

Please attach a short **proposal** (not to exceed 2 pages) that states:

- the extent to which the project will make a permanent contribution to your scholarship, your teaching, or your Department
- the current stage of the project (i.e., just beginning, nearly complete, etc.)
- where any permanent materials to be purchased will be deposited at the completion of the project (i.e., in the faculty member's academic department, the library, etc.)
- why any other obvious sources of funding or materials are inappropriate or not feasible for the project (e.g., If books are requested for course development, state why it would be inappropriate for your project to obtain them through interlibrary loan or through addition to the library collection.)

In addition to the proposal, please attach an **itemized budget**. Each faculty member may receive up to \$300 per academic year through this program.

Approval is at the discretion of FDC based upon demonstration by the applicant that a work meets the above guidelines.

Original Receipts should be sent to FDC.