

Madison Area Technical College Foundation

Grants Program 2009-10

General Information

The Madison Area Technical College Foundation Grants program provides funding to students, faculty, and staff for the development and implementation of high quality projects that support college goals and/or the Madison Area Technical College mission. Madison Area Technical College Foundation Grants finance projects not normally funded by the college budget or other sources. Examples of projects *not* eligible for funding include curriculum development, ongoing operations and financial aid to individuals. Evidence must be provided that the proposed project is linked to a unit plan or other college initiative and has been discussed with appropriate department leadership. Student Life office staff will collaborate with students who submit proposals.

Application Amounts and Deadlines

Grants typically range between \$1,000 and \$4,000, though smaller as well as larger amounts have been approved. Unless otherwise stated in the proposal and agreed to by the Foundation, projects must be completed within 18 months of the award date. The Foundation reserves the right to partially fund grant requests. Unspent funding returns to the Foundation. Recipients must include Innovation Grant funding credit in promotions, publications, and presentations related to the project.

Support Madison Area Technical College's strategic goals

Projects should align with one or more of the college's current strategic goals:

- All students will succeed
- Options for learning reflect the needs of learners
- All who interact with Madison Area Technical College will have positive experiences
- Community, education and business partnerships result in enhanced educational opportunities.
- Madison Area Technical College continuously examines and improves its practices to support the goals of the college and meet the needs of stakeholders.

Spring 2010 Deadline: Friday, March 19, 2010

Resources for Applicants

General proposal writing assistance—Sarah Johnson, The Writing Center (608) 246-6595
szjohnson@matcmadison.edu

Questions and general information— Foundation (608) 246-6441, (608) 246-6318 fax
foundationalumni@matcmadison.edu

Evaluation of Proposals

Proposals are reviewed by a Madison Area Technical College faculty, staff, student representatives and Madison Area Technical College Foundation board members. Applicants may be interviewed as a final step in the approval process. Applicants usually receive notice of their status within 4–6 weeks of the application deadline. Projects are subject to approval by the Madison Area Technical College Foundation Board.

Signatures

Applicants confirm that other support and collaboration is available by discussing the project with others. Signatures verify this discussion has taken place. Student projects must be discussed with Student Life staff. The staff will help with proposal development and ideas about sustaining the project after any grant funding has been spent. Faculty and staff: discuss with and obtain appropriate signatures from supervisors and deans. Attach a statement of understanding from the dean if course release is requested as part of your proposal.

Madison Area Technical College Foundation
3550 Anderson Street / Room 254 / Madison, WI 53703

Madison Area Technical College Foundation Grants Program
Cover Page

Attach this page to the narrative section of your proposal

Project Title: _____

Primary Applicant(s): _____

Address: Street _____ City _____ Zip _____

Daytime Phone: _____ Evening Phone: _____

If Madison Area Technical College Faculty/Staff, Division: _____ Department: _____

If Student, Program: _____ Organization: _____

Total Amount Requested: \$ _____

Are Other Funding Sources Available To This Project? Yes No

If Yes, List Those Sources: _____

Estimated Duration Of Project: From _____ To _____

Brief Project Summary: _____

Signatures:

PRIMARY APPLICANT DATE

SUPERVISOR - FACULTY/STAFF OR ADVISOR - STUDENT PROPOSALS DATE

DEAN (IF APPLICABLE) DATE

This section will be completed by the review committee	
Application received on:	____ / ____ / ____
Project Number:	_____
Reviewed by committee on:	____ / ____ / ____
Project to be funded:	Yes No
Amount:	\$ _____
Comments:	

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Budget Attachment

Complete the budget below with expense/revenue estimates and descriptions, using as many or as few line items as you need. List any non-cash donations in the In-Kind Contributions section.

Project Expenses

Supplies/Equipment	Brief Description	
\$ _____	_____	
\$ _____	_____	
\$ _____	_____	Total \$ _____

Promotion	Activities	
\$ _____	_____	
\$ _____	_____	
\$ _____	_____	Total \$ _____

Professional Fees **Madison Area Technical College faculty/staff contact Payroll for rates (608) 258-2342.**

Description of personnel and services to be provided _____

\$ _____	_____ hours \$ _____ Pay rate	
	Chartfield #: _____	

\$ _____	Employee fringes: _____% of total wages	
	Chartfield #: _____	

\$ _____	_____	Total \$ _____

Other Expenses		
\$ _____	_____	\$ _____
\$ _____	_____	\$ _____
Total Expenses		\$ _____

Project Income

1. Innovation Grant Request	Total \$ _____
2. List other cash source(s) _____	Total \$ _____

3. List In-kind gifts (Equipment, time, services, other non-cash assistance)

Description	Donor	Value
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
Total In-kind		\$ _____

Total Income (Sections 1 + 2 + 3 must equal Total Expenses) \$ _____

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Narrative Section

A complete application consists of three elements: Application Cover Page, Budget Attachment, and Narrative Section. The narrative tells the story of your proposal according to the sequence listed below. Discussion with supervisors and/or other appropriate staff, in the case of students must be conducted prior to submission of your proposal.

The narrative section must total no more than five pages addressing all of the following:

1. Project Description and Goals

Describe the project in detail. Be sure to connect your proposal to any relevant Grant Criteria and/or College goals. You do not need to reference all of the Grant Criteria in your proposal. Describe the problem or issue you are addressing, what you will accomplish and the steps you will take to reach the goals of the project.

2. Target Group and Benefits of the Project

What groups of students, faculty, employee group, community at-large, etc will benefit? Briefly summarize how your project will improve and enhance learning or how the proposal addresses a college-related issue.

3. Specific Activities and Timetable

Include the sequence of activities you will conduct and the timeline for these events..

4. Skills, Interests, and Abilities

Describe what brought you to this project and what you hope to learn. How do you anticipate this project will impact your growth as a student or professional?

5. Assessment

If you receive funding, you will be required to provide an assessment of what you learn in the course of implementing your project. Provide a short description of how you will determine whether or not your project is successful.

6. Sustainability

If appropriate, how will this project be continued after the grant funds are expended? If the project will not be continued, describe what benefits you hope will come from this one-time effort.

7. Signatures

Obtain signatures to demonstrate that supervisors or other supporters agree that this project is a priority for your program. For students, the signer will be an advisor to a club or organization or a faculty/staff member who will advise you. For faculty/staff, signatures of supervisor and dean are required.

8. Budget

The application will not be considered without the Budget Attachment.

Questions?
Madsion Area Technical College Foundation
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Madison WI 53704
(608) 246-6441
foundationalumni@matcmadison.edu