



KVCC Foundation Jazz Gala Funded Enrollment and Retention Innovation Grants

Evidence shows that students who complete a certificate or associate’s degree are far more likely to find and keep gainful employment. The KVCC Foundation seeks to support the college in increase student retention and raise completion rates so that more students become graduates. To that end, the KVCC Foundation has announced an exciting opportunity for faculty and staff to obtain mini-grant funding to support innovative retention events or to develop new practices to help students complete their programs of study.

Do you have an idea to help increase student enrollment, retention and completion?

Your department could receive up to \$500 to fund your initiative. There are up to 30 such grants available for this academic year. Proposals can be submitted by an individual or by a group of faculty and/or staff and sent to the KVCC Foundation via Michelle Webb (mwebb@kvcc.me.edu). Maximum awards will be \$500 per project. Grant proposals will be reviewed and determined twice per month. Recipients may be asked to present project outcomes at a KVCC Foundation Board of Trustees meeting or other event.

KVCC Foundation Mini-Grant Application, please attach a 1-2 page proposal to answer the following questions:

1. Problem Statement: describe the problem that you are trying to solve.
2. Description: describe your Project’s objectives, anticipated outcome, and evaluation strategy. Please describe who will benefit from the Project; explain how funding will impact student enrollment, retention, and/or completion. Applicants must include an estimated number of participants and specific enrollment/retention focused measurable objectives. You may use the following table as a template or may describe the Project in a narrative format.

Problem Statement EXAMPLE:	Anticipated Outcome:	Description:	Evaluation Strategy and performance indicator:
<i>OTA Program open house sessions are poorly attended, likely due to lack of ability to host during evening hours due to lack of food and childcare.</i>			<i>(How will you know you have achieved success?)</i>
Objective One: To increase OTA Program open house attendance.	25 potential students will attend an evening OTA Program open house (12 more than attended last session). 6 potential students will utilize free childcare service during open house	\$250 will be utilized to purchase food and beverages. \$250 will be utilized to provide a student with a contract to provide childcare in a room close to the open house.	The open house attendance list data will meet or exceed anticipated outcomes.
Objective 2: To increase OTA Program enrollment through open house recruitment.	12 potential students attendees will complete an admissions application 20 potential student attendees will join the OTA Program mailing list.		

3. Success: what do you see as the most important indicator of Project success?
4. Innovation: how might the Project encourage innovation of instructional and/or student support models and/or contribute to our greater community?
5. Replicable: what elements of the Project do you see as the most replicable? Are the lessons to be learned from the Project exclusive to your program or department? How might your initiative be replicated by another department?
6. Alternate Funding: please provide details regarding the availability of other funding sources, any requests for alternate and/or leveraged funding, or a choice not to pursue other funding.
7. Sustainability: how might the impact of the Project be sustained and/or replicated? Please comment on both fiscal sustainability and the long-term sustainability of the Project and its objectives.
8. Budget: include itemized descriptions of exactly how funds will be utilized, including any matching funding sources or potential revenue generation. Please provide at least 1 quote for tangible goods or services to be purchased.

Compliance Agreement: a signature on this application certifies that if funded, monies will be used for the project described and no other purpose. Recipients are responsible for submitting a final outcomes report within 30 days of project completion. Future funding requests may be denied if reports are not submitted.

Signature of Applicant

Date

Signature of Department Head

Date