

# Community Colleges of Spokane FOUNDATION

## Welty Endowment for Systemic Program and Professional Development



### Application Guidelines

**Background:** In 2008, Dr. Elizabeth Welty created the Drs. Robert F. and Elizabeth M. Welty Endowment for Systemic Program and Professional Development at Community Colleges of Spokane. Dr. Welty pledged \$2 million to endow this program, charging our colleges and the IEL to create and support a comprehensive academic culture where program and professional development is system-wide, socially relevant and directly tied to new and emerging issues and needs in the communities we serve.

#### Application Requirements

1. CCS Foundation may award two Systemic Program and Professional Development (SPPD) grants, not to exceed \$50,000 each, the first year. Grants span a three-year period.
2. For example, yearly grant amounts available may be: Year One—\$10,000, Year Two—\$30,000, Year Three—\$10,000.
3. Funding in Year One enables faculty teams to thoroughly research emerging issues and trends affecting their field of study, curriculum and/or the industry served. Funding in Year Two is dedicated to faculty and staff training based on the information presented after Year One. Funding in Year Three is committed to initial implementation.
4. Grant monies for replacement costs of faculty salaries include an additional 16.5 percent of the requested replacement amount to pay for benefits. The foundation is not responsible for any expenses that exceed the amount approved.
5. Application Deadline: March 1, 2009
6. First-year grant monies will be available Sept. 1, 2009 and must be used by June 30, 2010. Subsequent funding for Years Two and Three will be subject to review of attainment of prior year's goals.
7. Grant recipients must submit an application each year of the grant cycle based on procedures outlined below. Failure to do so may result in denial of future allocations.
8. Applications must come from faculty and administrative staff members currently employed at Community Colleges of Spokane and must be authorized by the college president or IEL chief executive officer.

### **Application Procedures:**

1. Submit an SPPD grant request including Funding Request Cover Sheet, also available online at [ccs.spokane.edu/foundation](http://ccs.spokane.edu/foundation), and ten copies by 5 p.m., March 1, 2009.
2. All applications must clearly include the following:

#### **Year One:**

1. A clear and concise goal identifying the proposed vision of the project and how it addresses the strategic direction of the institution and program curriculum.
2. Specific objectives identifying how emerging needs, issues and trends will be researched in relation to the overall goal of the project, and how current program and curriculum content will be reviewed.
3. Statement of who from the department/division will be involved and who will lead the project.
4. How specific outcomes of the research will be identified and measured.
5. A complete and clear budget.

#### **Year Two:**

1. A complete report on findings and outcomes of Year One.
2. Based on outcomes and findings of Year One, a detailed description of:
  - a. Training and professional development needs/opportunities
  - b. Staffing considerations
  - c. Other considerations
3. Specific action steps and timeline for addressing professional development needs.
4. How specific outcomes of professional development will be identified and measured.
5. A complete and clear budget.

#### **Year Three:**

1. A complete report on the pedagogical outcomes of professional development/training completed in Year Two and how they will be used in the implementation stage.
2. Identification of implementation strategies including:
  - a. How implementation will occur
  - b. Who will be responsible for implementation
  - c. What is needed to successfully complete implementation
3. How implementation outcomes will be measured.
4. A complete and clear budget.

