

Tallahassee Community College Foundation
College Innovation Fund

Program Manual



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Introduction & Overview

This manual outlines the purpose and administration of Tallahassee Community College Foundation's College Innovation Fund program. The program replaces the TCC Foundation's mini-grant program, and clarifies the focus on the development of innovative projects that address opportunities in key areas.

Purpose

The purpose of the TCC Foundation's College Innovation Fund is to encourage and provide financial support for faculty, staff, and students to develop and implement innovative projects that will improve the quality and/or quantity of programs and services at Tallahassee Community College. Grant awards from the College Innovation Fund are given for projects that benefit the College and involve costs that fall beyond the College's operational budget.

The College Innovation Fund is supported by funds provided through the TCC Foundation, which are separate and distinct from College operating funds.

Funding Priorities

Applications for College Innovation Fund grants are encouraged for projects addressing perceived shortcomings or opportunities in the areas listed below. Each year the Resource Development Committee will pick a theme for the College Innovation Fund that addresses one of the following areas:

- **Student Experience:**
 - Academic Excellence
 - Customer Service
 - Student Life
 - Improving Student Success Rates
 - Enhancing Technology
- **College Recruitment & Marketing:**
 - Increasing Enrollment
 - Increasing Presence in the Community
 - Elevating the College's Image
- **Other:**
 - Any project that does not fit under the categories listed above but will move the College from good to great and aligns with the College's mission.
 - Any project that relates to the College's strategic priorities and strategies (see Appendix III).

Project and Applicant Eligibility

All projects must be for the ultimate benefit of TCC's students, not individual faculty or staff. Applications may be made by TCC student groups, faculty, administrative departments, staff, or any team comprised of members of these constituencies.

Funding Parameters

Applicants may apply for up to \$10,000 in grant funding. However, projects of significant scope, exceptional merit, or that involve collaborations may be funded at a higher level.

Generally, grant awards range from \$500 to \$5,000. Applications requesting grant amounts in excess of \$10,000 must be accompanied by proof of matching funds either from within a Tallahassee Community College department or from some external source. Funds must be used within one year of the date they are awarded.

Preferred Projects

The following are examples of the types of projects eligible for funding. This list is not meant to be exhaustive. Any project supporting TCC's mission will be considered. Those aligned with the funding priorities identified above are expressly encouraged.

- **Student Experience:**
 - Enhancing the learning environment
 - Integrating technology into the curriculum
 - Improving student performance
 - Strengthening or expanding support services for students
 - Designing services for distance education students
 - Partnering with business and industry to provide work-based learning experiences for students, faculty, or staff
 - Promoting interdisciplinary collaborations to enhance the quality of education
 - Developing sustainable extracurricular activities for students
 - Improving the operation of an administrative office
 - Exploring and addressing issues related to student success

- **College Recruitment & Marketing:**
 - Collaborating with K-12 schools and/or postsecondary institutions to strengthen or expand curricula
 - Developing new courses and/or programs
 - Cooperating with other organizations to provide a program or service to benefit the community
 - Fostering economic development in the community
 - Creating innovative ways to market the College

Areas not Funded

Board policy prohibits funding for political/lobbying activities and religion-related activities. In addition, projects for personal research will not be accepted. Funds for research projects may be available through a Faculty Fellowship offered by TCC or the TCC Foundation.

Proposal Evaluation & Selection

Minimum Requirements

A College Innovation Fund proposal must meet all of the following minimum requirements in order to be eligible for funding:

- Addresses one or more of the program's stated funding priorities
- Demonstrates how the project will benefit students attending TCC
- Provides evidence of an innovative approach to improving the quality and/or quantity of programs and services
- Involves costs that fall beyond the College's operating budget
- Includes activities that are above the normal workload of the applicant

Proposal Review Committee

A College Innovation Fund Proposal Review Committee will be established. This committee will evaluate qualified applications received by the fall deadline. The committee will review the applications and award CIF grants to the qualified applicants based on merit of the projects. Once the CIF grants are awarded, the TCC Foundation Board of Directors will receive a report on the list of awarded CIF grants.

The Proposal Review Committee is comprised of members from the Resource Development Committee representing areas campus-wide, one IT staff member, one Contracts and Grants staff member, one SGA representative, one Foundation Board Director, Foundation Executive Director, Foundation Director of Grants and Special Projects, and Foundation Donor Stewardship Officer. Every attempt is made to have faculty and staff represent a variety of divisions and departments. The TCC Director of Contracts and Grants will select the Contracts and Grants staff member. The Vice President for Information Technology will select the IT staff member. The Foundation Executive Director will select the Foundation Board Director. The Student Government Association selects the Committee's student representative.

Evaluation Criteria

Eligible projects will be screened and rated according to the following criteria:

1. Estimated impact in relation to College goals - This can include student success, improved educational programs, teaching effectiveness, and community outreach.
2. Number of students served (short or long term)
3. Innovative approach to improving the quality and/or quantity of programs and services
4. Involves costs that fall beyond the College's operating budget
5. Includes activities that are above the normal workload of the applicant

Please note that the Proposal Review Committee will attempt to make a fair distribution by division so that the entire College community can participate in and benefit from these funds.

Project Administration

Funds Release

The College Innovation Fund is overseen and administered by the TCC Foundation and Director of Contracts and Grants.

College Innovation Fund grants generally should be expended between January and December after notification of the award, although exceptions will be considered. Funds not expended will be returned to the College Innovation Fund and added to the sum available for allocation to approved projects in future years.

At the end of the year, any encumbered funds for approved projects not yet completed will be rolled over to the next year.

Ownership/Attribution of Products Created

With respect to copyright, ownership of all materials and products whether works in progress or completed which are created with the support of College Innovation Fund grants shall accrue to Tallahassee Community College.

Attribution on products created through the College Innovation Fund may refer to the product as being “created by” or “authored by” the grant recipient.

Project Evaluation and Reporting Requirements

Recipients of College Innovation Fund grants are required to submit two reports and present at a College Innovation Fund Forum:

1. Midpoint progress report approximately halfway through the project
2. Final report within 30 days of project completion
3. 20-minute presentation of project and results at a College Innovation Fund Forum

The progress report is a brief update on the status of activities and should be submitted to the Donor Stewardship Officer by email. Please use the format for the Midpoint progress report provided at the end of the program manual.

The format for the final report is provided at the end of the program manual. A copy of the final report should be submitted by email to the Donor Stewardship Officer.

The TCC Foundation should be highlighted as the donor. It is required for the CIF applicant to send a thank you letter to the TCC Foundation Board of Directors after being awarded the grant. This should be completed at the start of the project. As part of the final report, the CIF applicant will state how they plan to recognize the TCC Foundation as the donor (signage, inclusion in any press and/or presentation, etc.).

At the end of each year, the Donor Stewardship Officer will compile a brief summary of the awards made that year and make it available along with the College Innovation Fund guidelines to all students, faculty, and staff prior to the start of the next academic year.

How to Apply for Funding

Procedure

Complete the application located on the Foundation's website and email it to the Foundation Donor Stewardship Officer. Faculty/Staff will be required to get approval from their supervisor and Vice President. Students will be required to have a Faculty/Staff sponsor who will submit purchasing orders on behalf of the student. Please make sure to fill out the name and email of your supervisor. For students, please fill out the name and email of your Faculty/Staff sponsor. After submitting the application, a request for approval from the appropriate supervisor will be emailed from the Donor Stewardship Officer.

The deadline for receipt of applications is 5:00 p.m. on the application deadline date (Fall Semester). Where an application deadline date falls on a weekend or College holiday, the deadline will be extended to the first business day following the weekend or holiday.

All full-time and part-time faculty and staff, and any student or student group are eligible to apply for a College Innovation Fund grant. Applicants are required to submit a completed CIF application in accordance with the format outlined in the College Innovation Fund grant application package. College Innovation Fund applications are available on the TCC Foundation's website.

Before the application deadline, the Director of Grants and Special Projects and the TCC Director of Contracts and Grants will develop and present two grant workshops on how to submit a grant. One workshop will be for faculty and staff and one workshop will be for students.

The review committee reads and evaluates all proposals submitted and selects the highest rated ones for recommendation for funding. In making decisions, the grant applicants will present their projects to the review committee. Grant applicants will have ten minutes to present their projects on the date and time specified by the review committee. Following the ten-minute presentation, the review committee will have the opportunity to ask the grant applicant questions pertaining to his/her project. The review committee will then make their final decision.

Final approval of all proposals rests with the Foundation Executive Director and the College Innovation Fund Proposal Review Committee. If approved, the Foundation Executive Director will provide notification of approval to the College Innovation Fund Proposal Review Committee, the Donor Stewardship Officer, and the applicant.

Dates & Deadlines

Awards will be made once a year in the fall. The deadline date for submission of applications will be September 30 and the awards will be announced on November 1.

The review committee will meet in October to review the applications. Applicants are notified of the status of their application, including reasons for denial in October. If applicants are selected for the next round, they will present their projects to the College Innovation Fund Proposal Review Committee in October. The awards will be announced on November 1. The projects will be implemented from January – December after the November 1 award date. Projects may start any time after notification of awards and must be completed by December, although exceptions for longer projects may be made.

Eligible Budget Expenditures

Budget expenditures, which may be requested for funding, include but are not limited to:

1. Equipment
2. Software
3. Instructional Materials
4. Travel
5. Contracted Services
6. Consultants
7. Other

Appendix I – CIF GRANT MIDPOINT PROGRESS REPORT

**Midpoint Progress Report for Projects Funded Through the
College Innovation Fund**

A midpoint progress report must be completed halfway through the project timeline. Please email the report to the Foundation Donor Stewardship Officer.

Project Developer:

Project Title:

Project Starting Date:

Expected Project Ending Date:

Total Funds Spent So Far:

Attach a brief narrative report (one or two pages) that addresses the following questions.

1. What activities have been completed so far?
2. What activities still need to be completed?
3. What are the next steps in your project?
4. What issues or obstacles have you encountered so far?
5. How did you overcome these issues or obstacles?
6. Will you be able to complete your project by the project end date?
7. Based on your project end date and the progress thus far, will the College benefit from your project? If not, is there a way to modify your project (i.e. more time, more resources, more participants) so it ultimately benefits the College?
8. Please share any other information that you feel is important for the CIF Proposal Review Committee to know.

Appendix II – CIF GRANT FINAL REPORT

**Final Report for Projects Funded Through the
College Innovation Fund**

A final report must be completed within 30 days after completing the project. Please email the report to the Foundation Donor Stewardship Officer.

Project Developer:**Project Title:****Project Starting Date:****Project Ending Date:****Total Funds Spent:**

Attach a brief narrative report (one or two pages) that addresses the following questions.

1. What activities were implemented and completed?
2. What planned activities were not completed (if any)? Why they were not completed?
3. Please restate your outcomes. Describe the results of your project in terms of outcomes included in the proposal. What are the results of your project? Quantify as much as possible by providing data to show the results.
4. Did your project result in any outcomes that were not expected? Did you retain any unexpected outcomes from your project?
5. What issues or obstacles did you encounter with your project?
6. How did you overcome these issues or obstacles?
7. How has the College benefited or will benefit from your project?
8. What experiences from this project would you like to share that might help someone in the future complete a CIF project? What other information would you like to share that you feel is important?
9. How do you plan to highlight the TCC Foundation as the donor (signage, inclusion in any press and/or presentation, etc.)?

Appendix III – TCC’S STRATEGIC PRIORITIES & STRATEGIES



Tallahassee Community College Strategic Priorities and Strategies

Student Access

Provide accessible programs, services, and experiences that increase the opportunity for students to define and reach their educational and career goals.

- **Affordability** - Keep student costs competitive without weakening the quality of the education they receive and make any increases in cost gradual, moderate and predictable.
- **Comprehensive Career Advising** - Design and implement an integrated and sustainable model that assists students in early identification of academic pathways aligned with their career goals and educational needs.
- **Multiple Pathways** - Identify, design and market traditional and online educational pathways that lead to degrees, industry certifications, credentials, job placement and further education.
- **Financial Resources** - Provide students with timely and accurate assistance in obtaining federal, state, local, institutional, and other financial assistance.

Student Success

Deliver quality academic programs and learning support services with the appropriate environment and resources for learning.

- **Learning Environment** - Develop, execute, and refine appropriate college policies, procedures, and practices that promote a healthy and safe physical and social learning environment for students, employees, and guests of the College.
- **Instructional Excellence** - Promote and enhance instruction that stimulates intellectual curiosity and communicates high expectations by designing learning experiences that engage students in active, collaborative learning appropriate to the learner and the subject matter.
- **Student Engagement** - Strengthen educational and student support services to develop early connections and increase the breadth, depth and quality of learning through student engagement and service learning both on and off campus.
- **Student Achievement** - Leverage the expertise of faculty and staff to integrate and streamline processes and strategies to facilitate student retention and progression from enrollment through goal attainment.

- **Student Learning** - Develop a continuous improvement cycle for assessing and improving student learning outcomes to assure measurable achievements of general education competencies and program outcomes.

Technology

Provide appropriate technology and services to facilitate teaching and learning as well as institutional effectiveness and efficiency.

- **Enterprise Resource Planning** - Replace the College's existing Enterprise Resource Planning (ERP) software with a robust solution that meets the present and future administrative, reporting and data-driven decision-making needs of the institution.
- **Flexible Models** - Create and deploy cost-efficient and easy-to-use models for teaching and learning and for administration that encourage creativity and innovation. (Under consideration)
- **Rapid Analytics** - Provide a robust set of business intelligence tools to allow decision makers to easily access and view institutional and comparative data to improve decision-making.

Demand-driven Programs

Align programs to meet academic and workforce needs.

- **Program Review** - Conduct comprehensive program reviews for all academic and non-academic areas of the College to inform decisions to continue, expand, modify, and eliminate programs and services.
- **Data-driven Decisions** - Use labor market data to align existing credit and noncredit programs with market demand and improve student outcomes.
- **Forecasting Emerging Demands** - Research, develop, and implement credit and noncredit programs designed to anticipate the emerging needs of the region and state.

Enrollment

Develop and implement a strategic enrollment management process designed to increase student and institutional success.

- **Strategic Enrollment Management** - Develop, implement, and assess a Strategic Enrollment Management (SEM) plan designed to achieve the optimum recruitment, retention, graduation and/or goal attainment rates of students.
- **Signature Programs** - Identify and market programs that the College excels at that meet the talent demand and growth needs of the region and state.
- **Cultivate Opportunities** - Increase opportunities for those groups of regional, statewide, national, and international students whose representation among the College's student body are below the College's strategic enrollment goals.

Communications/Marketing

Develop and implement an institution-wide and data-driven strategic communications/marketing plan.

- **Internal Communication** - Provide forums for timely and relevant information among faculty, staff, and students to increase their awareness of College activities, improve their effectiveness, and empower them as passionate ambassadors for the College.
- **External Communication** - Provide for timely exchange of relevant information with alumni, friends, the media, prospective students and the community at large related to the College's mission and range of academic and career programs that enhance the College's reputation, influence and relationships as a community institution.
- **Marketing** - Maximize the use of traditional, nontraditional, digital, and social media to advance the College's vision to be the college of choice and motivate prospective and current students to enroll.

Talent

Hire, develop, and retain the best talent for the present and future needs and diversity of the college.

- **Talent Management** - Develop a talent-management program designed to attract the best people through recruitment, keep the best people through effective retention practices, and develop the best people through targeted talent-development efforts that sustain our ability to change and improve while maintaining a commitment to mirror the multicultural, racial and gender diversity in our community.
- **Culture** - Promote a culture of College-wide organizational learning that focuses on student success, fosters diversity and inclusiveness, encourages innovation and creativity, embraces continuous improvement, and delivers results.
- **Shared Governance** - Fully employ the use of standing and ad hoc committees to provide faculty and staff with meaningful opportunities to play significant roles that improve the quality of decisions affecting the College and our students and that lead to individual professional growth through the work they are asked to do.

Stewardship

Provide effective stewardship to enhance new and existing revenues and resources that promote growth and increase cost effectiveness.

- **College Culture** - Promote a culture of stewardship in which all members of the College community embrace their fiduciary responsibilities to optimize College resources in ensuring the success of the College by continuously enhancing operational efficiency and effectiveness.
- **Public Funds** - Leverage state and federal funds to demonstrate a sound return on investment that contributes to the economic growth of the region and the state and maintains sufficient financial reserves to provide security, flexibility, and institutional innovation.
- **Foundation** - Ensure that the TCC Foundation produces quantifiable results in private giving from individuals, foundations, and alumni through its annual fund and other efforts that support the College's priorities.

- **Public Grants and Contracts** - Increase external funding through grants, donors, endowments, alumni and other sources.
- **Auxiliary Funds** - Increase net revenues from auxiliary enterprises of the College.
- **Entrepreneurism and Innovation** - Develop a campus climate that encourages innovation by seeking new ways to enhance organizational innovation and increase revenue from entrepreneurial endeavors.
- **The Environment** - Implement policies, procedures, and practices that advance the College's leadership role in promoting sustainable stewardship of the environment.

Partnerships

Cultivate relationships with community, state and national partners that strengthen our region's cultural enrichment efforts and economic/workforce competitiveness.

- **Business and Community** - Advance community relationships and partnerships with business, civic, charitable, not-for-profit and community organizations at all College sites that foster student success, academic excellence, and economic prosperity.
- **Education** - Collaborate with regional school districts, higher education institutions and other organizations to increase the number of people in our region that earn diplomas, certificates, and college degrees.
- **Cultural Arts Community** - Advance partnerships with art and cultural organizations to enrich the quality of life in the region by providing support, programs, exhibits, and performances that reflect the interests and diversity of our community.
- **Suppliers** - Develop relationships with vendors and suppliers to reduce operational costs to the College and provide students with scholarship, internship, and job-placement opportunities.