

HARTFORD CONSORTIUM FOR HIGHER EDUCATION



2009 - 2010 FACULTY & STAFF GRANT PROGRAM

Members

Capital Community College
Central Connecticut State University
Goodwin College
Hartford Seminary
Rensselaer at Hartford
Saint Joseph College
Trinity College
University of Connecticut
University of Hartford

**Proposal guidelines for projects
to be completed during
the 2009 - 2010 academic year**

General Information

Hartford Consortium for Higher Education seeks grant requests for collaborative projects from faculty, staff and administrators. This year priority will be given to two types of projects: those that in some way respond to an issue affecting the City of Hartford or the Greater Hartford Region through collaborative efforts, or those that help to create new academic partnerships among two or more member institutions of the Consortium. Other projects may be submitted, but they will not be given top priority during the selection process.

The total amount to be awarded this year for all grants is approximately \$5,000. (There may be several small awards or one \$5,000 award depending on submissions.) Applicants are encouraged to discuss their proposals with grant writers at their own institutions before beginning the application process.

Background on Proposals that Respond to Urban or Regional Issues

For several years the Consortium has solicited applications for projects that respond to issues in the City of Hartford or in the Greater Hartford Region. Eligible projects may include joint service learning initiatives, lectures, conferences, course development, faculty seminars, exhibitions and others. Applicants are encouraged to work with community organizations as appropriate. Projects must involve at least two (preferably more) institutions of the Consortium.

Background on Proposals that Help to Create New Academic Partnerships

The Consortium is interested in academic partnerships among Consortium institutions that will result in better use of limited resources, efficiencies of scale, and/or innovation in teaching and learning. Grants may be used to launch a new partnership that has a strong chance of being sustained by the partner institutions. Grants may also be used to explore the feasibility of a new partnership. In such cases, funds may pay for such items as speakers, consultants, or food costs associated with planning sessions with faculty or staff.

The Application

- The narrative portion of the proposal should not exceed three typewritten pages. Applicants should describe their project, indicating purpose, plan, benefit to the institutions involved, and funds needed.
- Applications addressing urban or regional issues should include a description of the issue. Also, if the applicants have developed an agreement with a community group or agency to implement a project, they are asked to explain the relationship and the nature of the agreement.
- If the applicants help to create a new academic partnership, they should explain how it will result in innovation, improved use of resources, and/or cost savings for the members. Also, the applicants should indicate why they think the institutions involved will sustain the effort.
- Projects must benefit more than one Consortium member.
- Projects should be carried out during the 2009-2010 academic year.
- A detailed budget must be submitted. Applicants are encouraged to be realistic in their projections of costs.
- Preference will be given to those applications that involve more than two institutions.
- Each application must designate a *lead sponsor* who shall take responsibility for the funds and for reporting to the Consortium. The other principals in the project are *co-sponsors*. The *lead sponsor* and the *co-sponsors* must sign a cover letter indicating that they have reviewed the proposal and that they will be involved with its implementation. (Please note that the signers are those individuals *directly* involved in the project.)
- Applications are due to the Consortium no later than Thursday, March 5, 2009. The address is 950 Main Street, Hartford, CT 06103
- Unexpended funds must be returned to the Consortium.

APPLICATION SCHEDULE

- **Thursday, March 5, 2009** - *Grant applications due*
- **June 2009** - *Applicants are notified of awards*
- **2009 - 2010 academic year** - *Completion of projects and final reports*

ADDITIONAL INFORMATION

The Consortium encourages questions from potential applicants.
Please address inquiries to:

Rosanne Druckman, Executive Director
Hartford Consortium for Higher Education



950 Main Street
Hartford, CT 06103
Phone: 860-906-5038
Fax: 860-906-5118

e-mail: rdruckman@ccc.commnet.edu