1. **How much detail should be included in my mini-grant application?**

   Your mini-grant application should include enough detail to give a clear picture of:
   a) the goal(s) you are trying to accomplish;
   b) the projected impact of your project;
   c) if your project will involve partnerships with high schools or other colleges;
   d) the estimated cost of your project; and
   e) how your project will be evaluated to determine its effectiveness.

2. **Do I need to provide a detailed budget?**

   No, you do not need to provide a detailed budget; an estimated cost is sufficient.

3. **Is there a minimum or maximum dollar amount for the mini-grant proposals?**

   There is no set minimum or maximum dollar amount that your proposal should fall within. However, we are seeking to fund as many innovative projects as possible with the up to $100,000 allocated annually for this purpose. The greater the cost of your proposal, the more students it should have the potential to impact.

4. **What happens if the Innovation Committee determines my mini-grant proposal is too costly? Will it get rejected outright, or will there be collaborative discussion?**

   The goal of the Innovation Committee is to encourage new ideas that lead to successful educational outcomes for our students. Therefore, a mini-grant proposal that is determined to be too costly will not be rejected outright. Discussion will take place to see if the project can be dovetailed with another mini-grant proposal, or perhaps scaled back in some way. The innovative ideas being brought forward are the central focus.

5. **When will I find out if my mini-grant proposal has been approved for funding?**

   At this time, it is estimated the mini-grant proposals will be reviewed, and the initiators notified of funding approval, by the end of February. As this is our first time through the process, a framework must be put in place that meets the approval of all campus constituents with an approval process determined to be fair and objective.

6. **What involvement will the Innovation Committee have in the planning, implementation and evaluation of my mini-grant proposal?**

   The Innovation Committee will review and approve the funding of mini-grant proposals; receive updates on progress of the funded projects; review evaluation reports on project effectiveness; and provide oversight for other innovation-related items. There will be limited (or no) involvement by the Innovation Committee in the actual projects. While the project initiators will be accountable for the execution of their projects, Dr. Kate Mahar will play a limited but supporting role with regard to design, implementation, evaluation of effectiveness, and dissemination of results. The Director of Innovation and Special Projects (Chair of the Innovation Committee) will facilitate these efforts.
7. **Is there a template I can follow that outlines the activities and reporting to take place within the 18-month cycle?**

A large part of the framework mentioned in the answer to question 5 will involve the creation of a template to assist initiators with the planning, implementation and evaluation of their projects. The template will aim to keep projects on track by providing pre-determined deadlines estimated by the initiators and a means of tracking progress for reporting purposes. Our goal is to create a template that is simple and easy to use so it facilitates, rather than hinders, project tracking.

8. **How will the information and outcomes for the funded mini-grant proposals be shared with the campus community?**

As a first step in sharing the information and outcomes of funded projects, a web page will be created within the Innovation site that provides a synopsis of each project; the initiator and his/her contact information; reports on progress; and final evaluation of project effectiveness. If applicable, photos or videos will be added to give those not directly involved with the project a feel for project activities.

A second step is to have high impact strategies documented, scaled and shared with other institutions (across academic segments) that might benefit from our experiences. In alignment with this goal is the creation of a Center for Community College Innovation and Research through which other educational institutions would have access to our research findings, impactful mini-grant information, and other innovative strategies designed to enhance student learning and success.

9. **If my mini-grant project is successful as evidenced by the evaluation of its effectiveness, can it be repeated or expanded in the next mini-grant proposal period?**

Yes, especially if the mini-grant was considered highly impactful. Because we are seeking new, innovative ideas, the expansion of an impactful project would be more likely to receive funding approval than a direct repeat of a prior proposal.