

NWACC Innovation Grant Funding Process

1. Apply uniform salary rates/stipends of \$25 per hour for all participants — charged to the following accounts: Full-time faculty – #91425
Administrative – #91150
Classified – #91250
Instructional Administration – #91415

2. Finalize budgets: Salary – If multiple grantees: indicate who, number of hours, and dollar amount they are to be paid; and M&O (home department).
Establish timeline to be approved by respective Cabinet member (Learning, Learning Support Services, CFO, etc.)

3. Write addendum memorandums of employment
 - a. Prepare 3 separate memorandums for periodic payout:
 - i. 1/3 at beginning of project (approval by Professional Development)
 - ii. 1/3 at middle point of project (approval by Professional Development)
 - iii. 1/3 at satisfactory completion of project, which includes a report and/or demonstration of the project to Cabinet Representative as well as a presentation of the project to the Cabinet. When the project is satisfactorily completed the Cabinet representative will sign off on the 3rd and final memorandum and forward to Professional Development.
 - iv. In the section *Course or Labs Taught*, insert ***Innovation Grant – 1st Payment, 2nd Payment or 3rd and Final Payment*** as appropriate.
 - b. Employment memorandums will be charged to **Fund 1275, Account 91428, and employee's home org #**
 - c. Payments will be processed to coincide with normal pay periods.

4. M&O Expenditures
 - a. Charge Purchase Requisitions and TR1s to **Fund 1275**
 - b. Processed by Administrative Assistant/Receptionist in President's Office
 - i. Purchase Requisitions
 1. Included "Innovation Grant expense" in comment section
 2. Get several estimates for work to be done outside the organization for more accurate budgeting.
 3. PO required for the purchase of equipment, materials, supplies, printing, and travel expenses such as hotel and air. **Remember:**
 - a. Equipment – check first to see if the College already owns equipment you need for your project. There is no need to purchase equipment we already own. Also, equipment purchased for use for an innovation grant is the property of the College, not the property of the individual or department in which the individual works.
 - b. Software – as with equipment, check first with IT to see if the College already owns it or if we have another program that will do the same job. There is no need to purchase software we already own. If you need to purchase software the Purchase Requisition must be approved by the IT department before it goes to purchasing. As with equipment, software purchased for use for an innovation grant is the property of the College, not the property of the individual or department in which the individual works.
 - c. Materials & Supplies – must be purchased from the NWACC Supply Storeroom or the State Contract holder (Office Depot).

- d. Printing – If you have printing needs, think of the RTC print shop first. Because RTC is considered an internal provider, we do not have to go out for bid for print jobs they do for us. The RTC print shop can and will be able to do the job much less expensively at as good or better quality than other printers.
 - e. Travel expenses of food and mileage will be reimbursed on a TR1 (**Remember** you must complete a Professional Travel Request (PTR) with your estimated expenses to Daveine Burgess PRIOR to your trip so that the funds can be encumbered to assure your payment. If you have any questions about completing this form contact Daveine. Anything that is being paid through a PO is not to be listed on the PTR) **Note:** Conference registrations, travel expenses, etc. can not be paid for non-NWACC employees. These expenses will be paid for NWACC employees ONLY! (PTR & TR1 forms are located on the K: drive – TRAVEL INFORMATION folder - Travel Forms file)
 - f. Tax and Shipping – this must be calculated and considered as a part of your budget (we are not a not-for-profit organization; therefore, we must pay tax)
 - ii. Purchases of \$25 or less may be submitted for reimbursement through Petty Cash.
 - iii. Consultants – must be paid through a PO. Consultants are required to provide a completed W9 to Daveine Burgess prior to submission of the Purchase Requisition for their services. (W-9 forms are located on the K: drive – FORMS LIBRARY folder – W-9 Form file)
 - c. Only expenses approved by respective Cabinet member (Learning, Learner Support Services, CFO, etc.) per approved project budget will be reimbursed.
 - d. Professional Development signs off on Purchase Requisitions unless requested item exceeds approved project budget, then Cabinet representative must approve and take the difference out of the department organizational budget.
5. Reconfiguration of application submission, approval, award process
- a. Application/Approval/Award Deadlines

<u>Application Deadline</u>	<u>Approval Date</u>	<u>Award Date</u>
April 10	May 10	July 1
November 10	December 10	January 1

- b. Up to \$10,000 each semester (spring and fall) is available for funding.

Purpose

- Program was established to help NWACC employees have seed money for innovative ideas/projects, not to supplement departmental budgets.
- Applicants are encouraged to think outside of the box for creative solutions/programs to enhance the learning college community and student learning.
- Provide programs and service-providing units small amounts of money to assist in marking improvements to their programs and services.
- Give departments or programs that have gone through a program review, the opportunity to actually accomplish their “strategies for change.”

Application Summary

Attach additional pages if necessary.

- Applicant(s) _____

- Division/Department _____
- Project Dates Beginning _____ Ending _____
- Title of Project _____

Strategic Initiative(s) Address by Completion of This Project:

Project Description: Briefly describe the project for which you are requesting funding.

Benefit/Impact: What are the benefits from (impact of) this project to the college or community?

Outcomes: What are the expected outcomes?

Sustainability: Is this a one time expense? (YES / NO) If NO, explain how the project will be funded in the future:

Evaluation: How will this project be evaluated?

Budget: Please detail the budget for this project and the activity that the Grant will support.

Purchase of equipment not associated with a new project/program is excluded. Professional Development activities/requests are excluded.

Categories	# Hours/\$ Amount per Grantee	Explanation
Stipend (\$25/hour)		
Equipment		
Materials/Supplies		
Consultants		
Travel		
Other		

Total funding requested: \$ _____ (Maximum request – \$2,000 per idea/project/program. Full funding is not guaranteed with approval. A lesser amount may be awarded at Cabinet’s discretion.)

Additional comments or notes:

Applicant(s)

_____	_____	_____
Print Name	Signature	Date Signed
_____	_____	_____
Print Name	Signature	Date Signed
_____	_____	_____
Print Name	Signature	Date Signed

Submission Approvals

_____	_____	_____
Department Head – Print Name	Signature	Date Signed
_____	_____	_____
Dean – Print Name	Signature	Date Signed
_____	_____	_____
Vice President – Print Name	Signature	Date Signed

Reviewed and Approved/Not Approved by Cabinet

Approved subject to final budget review with Cabinet representative.
 Not approved

Amount approved _____

Explanation:
 _____ Apply to Profession Development for funding
 _____ Provide more information
 _____ Department budget item
 _____ Other

_____	_____	_____
Additional Cabinet Member – Print Name	Signature	Date Signed