

**ALMA COLLEGE**  
**Faculty Small Grant Program**

**Reviewed by the Faculty Personnel Committee and Funded by the Provost's Office**

The goal of this program is to enhance the professional enrichment and renewal of individual faculty members by providing small amounts of money to fund scholarly/creative activities. Grants of \$600 or less will be awarded for activities occurring between July 1, 2019 and June 30, 2020. Faculty Small Grants are available to each full-time faculty member each year including sabbatical years. These grants are awarded on a competitive basis.

The Faculty Personnel Committee (FPC), in consultation with the Provost, will administer the program by reviewing proposals and awarding the grants.

In applying for faculty development funds in the Faculty Small Grant Program:

1. The Faculty Small Grant proposals must be submitted on the Request for Funds Form Available from the Provost's Office and on the AC website and must:
  - a) describe and specify objectives for the project/activity;
  - b) explain how the proposed project/activity relates to your ongoing professional interests;
  - c) state the amount requested and itemize the use of the funds;
  - d) briefly explain your use of Professional Development and Presenter Funds for this fiscal year;
  - e) briefly describe use of your most recent small grant award;
2. Activities eligible for funding include travel to present papers, research costs, materials for creative works, and in some rare cases, tuition for workshops and travel to conferences.
3. No more than \$600 may be awarded for one project/activity.
4. Faculty members may only receive one award for any fiscal year.
5. Proposals must be submitted as early in the academic year as possible even if the event occurs later than the quarter during which the proposal is submitted. Usual deadlines for submission by quarter are August 15, October 15, January 15, and April 15. Approximately 25% of the funds will be awarded each quarter with the grant encumbered against the quarter in which the funds will be expended.
6. The FPC will respond to all unsuccessful proposals with reasons for non-funding.
7. Faculty Small Grant proposals for 2019-2020 will be due in the Provost's Office by **noon** on the following dates: August 15, 2019; October 15, 2019; January 15, 2020; and April 15, 2020. The Provost's Office will review them for completeness and then schedule their presentation to the FPC for approval. Please submit proposals electronically to the **Daneene Held at [helddl@alma.edu](mailto:helddl@alma.edu)**.

**ALMA COLLEGE**  
**Request for Funds From**  
**FACULTY SMALL GRANT PROGRAM**

In order to make it easier for you to apply for funds from the Faculty Small Grant Program and for the Faculty Personnel Committee to collate grant information, please use this form or a letter responding to the items A-E below. Please submit electronically to **Daneene Held** at **heldddl@alma.edu**.

Date(s) of Activity:

- A. Describe and state the objectives of the project/activity for which you are requesting funds.
  
  
  
  
  
  
  
  
  
  
- B. Explain how the proposed project/activity relates to your ongoing professional interests.
  
  
  
  
  
  
  
  
  
  
- C. State the amount requested and itemize the use of the funds.
  
  
  
  
  
  
  
  
  
  
- D. Briefly explain your use of Faculty Professional Development Funds and Faculty Presenter Funds for this fiscal year.
  
  
  
  
  
  
  
  
  
  
- E. Briefly describe use of your most recent small grant award.

Note: In the case of a travel advance, you must turn in an accounting of the advanced funds within thirty (30) days of your return or the funds will be charged to you as taxable income. Please turn in any unused funds and receipts to justify your expenses to the Provost's Office.

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Signature

\_\_\_\_\_  
Date