

SANTA MONICA COLLEGE
F O U N D A T I O N
CHAIR OF INNOVATION

Purpose

The Chair of Innovation is designed to support and contribute to instructional development and academic advancement for all departments.

Eligibility & Criteria

Who May Apply?

- All Instructional and Student Support Programs are Eligible - includes administration

Proposal Requests Must Address At Least Two of the Following Goals:

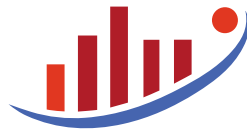
- To enhance the teaching and learning environment; and/or
- To improve institutional effectiveness in the delivery of instructional programming and/or student support services
- Demonstrate a sustainable outcome that can be adapted into core-curriculum across single departments and/or cross-departmental instruction.

Proposal Requirements

1. **Cover Letter** providing overview of proposed grant
2. **Proposal:** Please prepare a maximum two-page, 12 point font, single spaced proposal for a consecutive two-year project
3. **Budget:** Include an itemized budget with specific expenditures for year one and year two. When possible, include current quotes, including applicable tax. Up to \$10,000 per year may be advanced for the proposal and should not exceed this amount in any given year.
4. **Authorized Signatures:** Proposals must be approved by the department chair and affiliated vice president. Where multiple departments and/or programs are collaborating on an application, please seek all department chair and VP signatures.

***Example:** Guardian Scholars and English department proposal require the following signatures:
English Dept. Chair, VP of Academic Affairs, Director of Special Programs and VP Student Services*

5. Should the proposal require **technical support** to implement or ongoing service to execute, advanced sign-off from the IT department is required.
6. **Timeline:** Please include a timeline for the two year period of how the proposed idea will be implemented
7. Proposals must explicitly state how the funds will be used to meet the stated goals.
8. Professional development of the faculty member(s) can be included as part of the stated goal as long as it pertains directly to a positive impact on student outcomes.



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Selection Committee

- The selection committee is comprised of college administrators, SMCF Board members, faculty, administrators, and appropriate donors or other fund representatives.
- Finalists will be invited to present their proposal before the Foundation's Grant Selection Committee.
- Announcements of the winners will occur at the March Faculty Flex Day. Access to the funding will be available July 2018 and will be distributed in one year/\$10,000 increments.

Progress Reports

At the end of each academic year, awarded chairs are required to submit to the Foundation a progress report stating what goals were and were not achieved, and why. (Maximum: two-page summary)



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APPLICATION COVER SHEET

Deadline: Sunday, December 30, 2017

Name(s) Applicant(s)

Department(s)

Email(s)

Extension(s)

Cell Phone(s)

Applicant Signature(s)

Date

Department Chair's Name *(please print)*

Department Chair's Signature

Date

Vice President's Name

Vice President's Signature

Date

Department Chair #2 Name

Department Chair's Signature

Date

Vice President #2 Name

Vice President Signature

Date

Information Technology Name *(please print)*

Signature

Date

Department Chair's signature

Date

Send completed proposals to:
SMC Foundation – Chair of Innovation
[Carbajal Ricardo@SMC.edu](mailto:Carbajal_Ricardo@SMC.edu)



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2018 Chair of Innovation Application Summary

Name(s) of Applicant: _____

In a maximum of two-pages, please respond to the following questions.

1. Provide a brief summary of this request (200 words or less)
2. What problems, needs or issues does this project address?
3. What are your goals and outcomes for this project? How will these outcomes support one or all of the above-noted goals for this award?
4. How will your proposal impact student success?
5. Describe the specific activities that the department/program will use to address the identified needs and outcome.
6. Provide a timeline for implementation, including key milestones to be accomplished.



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Name(s) of Applicant: _____

7. How does this project complement or augment existing services?
8. Will this project require ongoing funding? If so, how will the department maintain the program when funding ends?
9. Will this request leverage other existing or pending sources of funding? If so, please specify.