Application Number

_____

(System Office Use Only)

Chancellor's Innovation Fund & Tuition Differential Investment Pool

Common Grant Application

This is a fillable PDF. You will need Adobe Acrobot Reader software to complete it.
All application materials must be submitted by 5:00 p.m. ET on **November 14th, 2011**.
Grant applying for:

CIF ☐ **TDIP** ☐

Applicant Information

Title of Proposed Project			
Primary Applicant			
			<college>
Title	Last Name	First Name	College
Campus	Phone	Email	

Co-Applicant	(NOTE: All correspondence will be sent to the primary applicant. It is the responsibility of the primary applicant to forward correspondence to any co-applicants)		
			<college>
Title	Last Name	First Name	College
Campus	Phone	Email	

Grant Materials Checklist

☐	Completed & Signed* Common Application
☐	Signed and scanned letter of support from the President of each participating institution
☐	Budget Summary (Appendix A)
☐	Breakout Budget Worksheet (Appendix B): CIF Only
☐	Breakout Project Funds Assessment Plan (Appendix C)

Signature of Primary Applicant	Date

CIF ☐ **TDIP** ☐

Project Description

All proposals must align with Achieve 2015 goals, particularly the goals supporting access and increased student success, the college's overall mission, and the VCCS strategic plan.

All applicants must complete Items 1-8.
If you are applying for a **TDIP grant**, please include **Item 10**.
If you are applying for the **CIF grant**, please include **Item 11**.

Title of Proposed Project

Credit ☐ **Non-credit** ☑ **TDIP** ☐

1. Overview of Project

Please provide an overview of your proposed project, making sure to address the following questions

- **a.** How will the proposed project directly support the goals outlined in Achieve 2015?
- **b.** What need will the project address?
- **c.** What is the anticipated solution that will result from the use of the proposed funds?
- **d.** What are the desired objectives to be accomplished with the funds?

2. Roles of Participating Colleges and Key Personnel

List all colleges involved and designate whether each is the primary or a collaborating institution. List all project personnel and describe their roles. Include a description of the proposed funding model if funds are to be shared between colleges.

3. Need and Sustainability

Describe the need(s) the project will address, the plan for sustaining and scaling the project beyond the funding period, and the potential benefit this project will offer to other colleges.

4. **Project Design**
   Describe the project, its purpose and goals. Include a discussion of the background that led to the development of the idea. Provide general information regarding the existing infrastructure and current funding sources or gifts in kind, which will provide support for the project.

5. **Community/Business/Industry Support**
   Describe the level of support that has been secured for proposed project from employers, regional economic development leaders, community agencies, and other community partners (**Please attach letters of support from these partners as applicable**).

6. **Other Supports**
   Provide general information regarding the existing infrastructure and other resources that will provide leverage and support for the use of the funds. Include any other available financial resources.

7. Objectives & Goals

Complete the Project Funds Assessment Plan (Appendix C).

8. Budget Proposal

a. CIF: Complete Appendix A & B
b. TDIP: Complete Appendix A only

9. Additional Information

Provide any additional information to assist reviewers in assessing the merits of this proposal.

CIF Applicants only

10. Deliverables

Please provide a list of potential project deliverables and a plan for sharing these with other colleges.

TDIP Applicants only

11. Benefits

Describe how this funding will strengthen the college.

Intellectual Property and Licensing

Intellectual Property

- All project materials, including all project deliverables, developed or created by individuals employed by VCCS Colleges while employed by the Commonwealth of Virginia are subject to Section 12, Intellectual Property, of the *VCCS Policy Manual*.
- Any materials developed or created in full or in part through the CIF or TDIP grants are required to acknowledge the contribution of the college and the VCCS. (Refer to Section 12,*VCCS Policy Manual*).

Creative Commons Licensing

When allowed under VCCS Policy or through mutual agreement with creators and any other invested parties, all project deliverables developed with CIF grant funds will be licensed with an **Attribution-NonCommercial-ShareAlike** Creative Commons license.

Attribution — You must attribute the work in the manner specified by the author or licensor (but not in any way that suggests that they endorse you or your use of the work).

Noncommercial — You may not use this work for commercial purposes.

Share Alike — If you alter, transform, or build upon this work, you may distribute the resulting work only under the same or similar license to this one.

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Submission Instructions

1. Complete and sign all application materials
2. Obtain a letter of support from the President(s)
3. Combine application and all supporting materials into a single pdf
4. Rename the application form using this format: *college_initials_proposal_title.pdf*, i.e. *VCCS_ Widget_Development_Certification_Program.pdf*
5. Attach completed Common Grant Application to an email and send to tadkins@vccs.edu.

To be considered for review, please submit the Common Grant Application and all supporting materials by **5:00 pm ET on Friday, November 14th, 2011**. No faxes or hard copies will be accepted. Digital signatures on the application and letters of support are acceptable; or you may scan and save as a pdf any supporting materials or the application cover sheet to obtain any necessary signatures.

Questions about the application process may be directed to Tiffany Adkins at tadkins@vccs.edu 804-819-4972. All decisions made by the CIF & TDIP Selection Committee are final.

APPENDIX A
Budget Summary

CIF & TDIP 2011-2012

Budget Summary

<college>

CATEGORY	CIF FUNDS REQUESTED	COLLEGE CONTRIBUTION	PRIVATE SECTOR/OTHER CONTRIBUTIONS	TOTAL COSTS
PERSONNEL	$ 0.00	$ 0.00	$ 0.00	$ 0.00
PROFESSIONAL DEVELOPMENT	$ 0.00	$ 0.00	$ 0.00	$ 0.00
PARTNERSHIPS	$ 0.00	$ 0.00	$ 0.00	$ 0.00
COURSE MATERIALS	$ 0.00	$ 0.00	$ 0.00	$ 0.00
TECHNOLOGY	$ 0.00	$ 0.00	$ 0.00	$ 0.00
EQUIPMENT & SUPPLIES	$ 0.00	$ 0.00	$ 0.00	$ 0.00
OTHER	$ 0.00	$ 0.00	$ 0.00	$ 0.00
TOTAL	$ 0.00	$ 0.00	$ 0.00	$ 0.00

ITEMIZED COLLEGE CONTRIBUTION				
College Budget			GRAND TOTAL	$ 0.00
College Personnel			% of Total Project Budget	0.00%
Other Grants				
Business Partners			TOTAL COLLEGE MATCH	$ 0.00
Other				

APPENDIX B
Budget Breakdown

CIF 2011-2012
Budget Breakdown Worksheet

<college>

CATEGORY	SPECIFIC ITEM(S) (Name-Not $)	START-UP (1ST YEAR) COSTS	ANNUAL (CONTINUING) COSTS	TOTAL COSTS
PERSONNEL				
Full Time Faculty		$ 0.00	$ 0.00	$ 0.00
Adjunct Faculty		$ 0.00	$ 0.00	$ 0.00
Administrator		$ 0.00	$ 0.00	$ 0.00
Other		$ 0.00	$ 0.00	$ 0.00
		$ 0.00	$ 0.00	$ 0.00
			PERSONNEL SUBTOTAL	$ 0.00
PROFESSIONAL DEVELOPMENT				
		$ 0.00	$ 0.00	$ 0.00
		$ 0.00	$ 0.00	$ 0.00
			PROFESSIONAL DEVELOPMENT SUBTOTAL	$ 0.00
TECHNOLOGY				
Send/Receive Technology		$ 0.00	$ 0.00	$ 0.00
		$ 0.00	$ 0.00	$ 0.00
			TECHNOLOGY SUBTOTAL	$ 0.00
OTHER				
		$ 0.00	$ 0.00	$ 0.00
		$ 0.00	$ 0.00	$ 0.00
		$ 0.00	$ 0.00	$ 0.00
			OTHER SUBTOTAL	$ 0.00
EQUIPMENT & SUPPLIES				
New Equipment		$ 0.00	$ 0.00	$ 0.00
		$ 0.00	$ 0.00	$ 0.00
		$ 0.00	$ 0.00	$ 0.00
Consumable Supplies		$ 0.00	$ 0.00	$ 0.00
		$ 0.00	$ 0.00	$ 0.00
			EQUIPMENT & SUPPLIES SUBTOTAL	$ 0.00
TOTAL COLLEGE MATCH:	$ 0.00		**GRAND TOTAL:**	$ 0.00

APPENDIX C
Project Funds Assessment Plan

CIF & TDIP 2011-2012
Project Funds Assessment Plan

<college>

Goals/Objectives	Activities	Expected Outcomes	Deliverables/Location	Date Completed	Assessment Strategy	Workforce/ Critical Need