2020-2021 BETHEL ALUMNI ASSOCIATION
FACULTY GRANT INFORMATION
CAS, CAPS, and GS Faculty

GRANT GUIDELINES
1. Grant applications are accepted from full-time faculty members for the 2020-2021 academic year. Only faculty members who plan to continue teaching through the 2021-2022 school year are eligible.
2. Grant applications are for projects and activities planned for the 2020-2021 academic year.
   Please note that funding for award grants will be available starting June 1, 2020 and close on May 31, 2021.
3. Awarded grants have to be used in the 2020-2021 fiscal year. All funds are distributed by reimbursement. Supporting documents are required. All requests for reimbursement must be submitted no later than May 15, 2021.
4. Each faculty member may submit a single project grant application per year—either individually or as part of a collaborative effort.
5. Salary or stipends for projects including student work are not eligible for funding. Funding for terminal degrees is also not eligible. See below for eligible request categories.
6. If submitting a grant request for course development, be aware that the decision to offer a course rests with your academic department and the Office of Academic Affairs.
7. All grant applications must be submitted electronically on the official Alumni Faculty Grant Application form in a Microsoft Word document, and should be **no longer than two pages**. Please email applications to Alyssa Hessler, Office of Academic Affairs, (cas-academic-affairs@bethel.edu). Applications are due by 4:30 p.m. on **January 21, 2020**. No late applications will be accepted. If for some reason your application is not acknowledged within 48 hours, please contact Jodie Bunish to confirm receipt.
8. Applicants may request up to $3,000. The Faculty Grant Committee may award partial funding of projects and reserves the right to do so. Multi-year project commitments cannot be granted.
9. **At the conclusion of the project, grant awardees are required to submit a written report.**

ELIGIBLE REQUEST CATEGORIES
- Curriculum writing or development (research, writing, travel) with approval of department chair or program director.
- Attendance at professional educational meetings
- Program enhancements
- Laboratory or other equipment

EVALUATION AND SELECTION CRITERIA
All eligible applications will be considered for funding and evaluated on the following criteria, ranked top to bottom in order of priority:
- Positive student impact
- Recognition/visibility to Bethel
- Consistent with Bethel's mission
- Cost effectiveness/practicality
- Benefit to total department curriculum
- Benefit to discipline, department or division,

- Professional benefit to faculty member.

Applicants will be notified of the grant decisions before April 2, 2020.

APPLICATION REQUIREMENTS

All grant applications must contain the following information in the given order, as seen on the Alumni Faculty Grant Application. If not present, your application will be deemed incomplete and will be ineligible for funding consideration.

A. Applicant Information
1. Name, title, department, phone number and email (please provide Interim contact information if different)
2. Length of time at Bethel
3. Past Bethel awards and grants (all, not just those from the Alumni Association)

B. Project Information
1. Project description
2. Project benefits—benefit to students, benefit to faculty member, benefit to department and/or division, benefit to Bethel
3. Project timeline

C. Financial Information
1. Detailed budget information
2. Requested grant amount and purpose
3. Other confirmed and pending funding sources

D. Department chair approval
1. Confirmation that department chair is aware of and supports this application.