



FACULTY, STAFF AND STUDENT COOPERATIVE GRANT PROGRAM

“Empowering and Investing in Connecticut’s students for College, for Leadership, for Life.”

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HCHE Members: Capital Community College, Central Connecticut State University, Goodwin College, Manchester Community College, Hartford Seminary, St. Thomas Seminary, Trinity College, University of Saint Joseph, UCONN-Hartford, University of Hartford

HCHE Affiliates: Connecticut Public/CPTV/WNPR, TheaterWorks

MISSION

Since 1972, the Hartford Consortium for Higher Education (HCHE), through collaborative endeavors among higher education institutions, promotes optimal sharing of collegial resources, information, expertise and ideas; serves as a catalyst for innovative educational initiatives that respond to a changing education environment; encourages educational excellence across the lifespan; and asserts the role of higher education in the economic, cultural and social life of Hartford and the region.

VISION

Collaboration among HCHE member institutions will result in the Greater Hartford region being known for its vibrant college culture and recognized as a destination for college students.

GENERAL INFORMATION



- * HCHE provides opportunities for collaboration among faculty, student, staff and administrators at its member institutions. The Faculty Grant Program (FGP) is one form of collaboration. HCHE encourages participants to develop joint projects involving two or more member institutions that benefit the collaborating members and the wider community in the Hartford area.
- * Examples of past projects include: new courses, health and wellness initiatives, seminars on topics of regional concern, exhibits and performances, as well as service learning opportunities for students. We encourage applicants to reach beyond their campus borders to collaborate with community organizations or local government.
- * Individuals considering applications are encouraged to talk with the grant writing staff at their institutions before beginning the process. They may be able to identify other funding sources to support larger-scale project ideas.

HCHE should be recognized and listed as a sponsor on all FGP public-facing collateral, social media and other grant related announcements and events. Official HCHE logos and branding will be provided to all winning teams. Project photos, videos should be taken throughout the year.

THE HCHE GRANT FUND

Every year, HCHE establishes a fund to provide support through the faculty grant program. The total amount approved by the Board of Directors to be awarded is \$5,000.

The award may be for a single grant application in the amount of \$5,000 or for several smaller projects.

PROJECT CRITERIA

- * Projects must be undertaken by ***at least two*** institutions; projects with more than two institutions will be given priority
- * Projects should benefit a broad constituency, involving those at all applicants' institutions, as well as others in the community if possible
- * Projects must be completed ***no later than May 20– (approximately one year from start of project)*** but can have long-term impact or continuing service (such as a new course)
- * Projects may have budgets that exceed grant awards and we encourage applicants to identify other sources of funding to support them
- * Projects may take the form of feasibility studies for new academic partnerships or learning opportunities among cooperating campuses; funds can support the costs of meetings for such studies, including food, consultants and supplies
- * All faculty members, staff, administrators, and matriculated students from **HCHE** member institutions are eligible to participate in the grant program
- * **HCHE** encourages projects that engage constituencies from across the spectrum of each institution

GRANT APPLICATIONS

- * Applicants must complete the Application Cover Sheet and provide additional narrative documentation as outlined on the cover sheet
- * Narratives should **not exceed three** typed pages
- * There must be a ***lead sponsor institution*** designated for each submission
- * Lead sponsor institution designation indicates that sponsor is prepared to serve as the fiscal agent for the grant expenditures
- * Grant applications must be signed by the principal parties from each participating institution, including the lead sponsor

GRANT APPLICATIONS

- * Applications must be specific in describing the role of each institution in the academic partnership
- * A detailed budget must be submitted, identifying all sources of revenue as well as projected expenses
- * If a project is designed to continue beyond the (**current**) academic year, a plan for project sustainability should be included as part of the application narrative
- * Applications should be submitted no later than **4 pm, August (current year)** to HCHE
- * Submissions may be made electronically or delivered by the deadline to the offices of: The Hartford Consortium for Higher Education, 31 Pratt Street, 5th Floor, Hartford, CT 06103, ATTN: Executive Director

GRANT APPLICATIONS

- * Any unexpended funds will be returned to HCHE
- * Questions regarding applications or ongoing projects may be directed to the Executive Director or the Marketing Director of the Hartford Consortium for Higher Education
- * A committee comprised of the Executive Director and academic leaders from HCHE members will review all submissions. Committee members will not decide on applications from their own institutions

GRANT APPLICATION CALENDAR



- * **April (Current year)**
 - * Guidelines distributed

- * **July (current year)**
 - * Applications due

- * **August (current year)**
 - * Award notifications

- * **May (one year from start of project)**
 - * Project completion deadline

- * **June (one year from start of project)**
 - * Final reports due

FACULTY GRANT APPLICATION COVER SHEET



SECTION A

Name of lead sponsor institution: _____

Name of lead sponsor project principal: _____

Address: _____ Phone: _____

Email: _____

Name of second institution: _____

Name of project principal: _____

Address: _____ Phone: _____

Email: _____

Name of third institution: _____

Name of project principal: _____

Address: _____ Phone: _____

Email: _____

FACULTY GRANT APPLICATION COVER SHEET



SECTION B

Project/program name: _____

Purpose of grant (Briefly, in 2-3 sentences, describe the nature and purpose of the project)

Project period: _____ to _____ Requested grant amount: _____

Signature of lead sponsor principal: _____

Date: _____

Signature of second institution principal: _____

Date: _____

Signature of third institution principal: _____

Date: _____

GRANT APPLICATION ATTACHMENTS



Project Narrative

In no more than 3 typed pages, describe the proposed project. The narrative should contain the purpose, beneficiaries, anticipated impact/changes, and method of assessing project success

Project Budget

A detailed budget showing all projected revenue, revenue sources, and proposed expenses

Letters of Support

Each participating institution must submit a letter, on institutional letterhead and signed by the department head or supervisor, indicating institutional support for the proposed project.

QUESTIONS



Dr. Martin Estey, Executive Director
Sue Bowen-Harris, Director, Marketing and Communications
Hartford Consortium for Higher Education (HCHE)
31 Pratt Street, 5th Floor, Hartford, CT 06103
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FACULTY GRANT PROGRAM ANNOUNCEMENT



www.hartfordconsortium.org

ANNUAL FACULTY GRANT PROGRAM **HCHE Faculty, Students and Staff**

Annual Grant: \$5,000

Awarded for joint projects by two or more HCHE member institutions

Guidelines distributed annually in April



For more details:

860-702-3807 | hcheadmin@metrohartford.com

