

L A K E E R I E
C O L L E G E
CENTER FOR ENTREPRENEURSHIP

Put Your Passion to Work

Faculty / Staff Request for Lake Erie College Entrepreneurship Initiative

Congratulations.

You are about to begin a journey that will put your passion to work. The Lake Erie College Faculty / Staff Request for Lake Erie College Entrepreneurship Initiative is part of the overall campus experience to award a number of annual grants to those faculty members who engage in entrepreneurial course development or other specific activities in support of the initiative.

Included in your packet are the following:

- Cover Sheet
- Instructions & Guidelines
- Proposal Form
- Funding Rubric

Please send your completed proposal to:

Lake Erie College Entrepreneurship Initiative
Center for Entrepreneurship
Box M32

LAKE ERIE
COLLEGE
CENTER FOR ENTREPRENEURSHIP

Put Your Passion to Work

Faculty / Staff Request for Lake Erie College Entrepreneurship Initiative

Proposal title: _____

Department _____

Requested amount \$ _____

Project start date _____

End date _____

Program description:

Applicant signature

Date

Applicant signature

Date

Department Chair / Dean Signature

Date

Office use only:

Proposal Number _____

Committee review date: _____

Fund Fund with conditions Amount: _____

Proposal Form - Faculty/Staff Request for LEC Entrepreneurship Grant Funding

Instructions & Guidelines

- 1) Funding requests should relate to proposals for course development, research, program development/implementation or professional development related to the LEC Entrepreneurship Initiative. (A copy of the college-wide LEC entrepreneurship grant funded by the Ewing Marion Kauffman Foundation and the Burton D. Morgan Foundation is available upon request from the Director of the Lake Erie College Center for Entrepreneurship.)
- 2) All funding requests for Entrepreneurial Curriculum Course Development must include a copy of the existing course syllabus and a new course syllabus indicating the changes.
- 3) To apply for funding, faculty/staff should complete the *Proposal Form* below in its entirety. Appendices, project plans and other documentation in support of the proposal may be included.
- 4) Proposals will be accepted at any time throughout the academic year, but will be evaluated, reviewed, approved or denied on a six week cycle.
- 5) Any grant proposal requesting more than \$ 9,000.00 may need to be reviewed and approved by the Ewing Marion Kauffman and Burton D. Morgan Foundation s, thus, taking longer than the normal six week approval process/deny six week cycle.
- 6) Proposals will be reviewed by the review committee which is chaired by the VP of Academic Affairs, Director of the Center for Entrepreneurship, one Center for Entrepreneurship Executive-in-Residence and two Center for Entrepreneurship Entrepreneurs-in-Residence. A formal presentation or meeting with the review committee is not required, but may be requested by the committee or the requestor, if it is deemed needed to answer any questions raised during the review process.
- 7) Recipients of funding shall within 10 days of the announcement of the funded activity, review and sign the Faculty Grant Terms, documenting the specific expectations related to the faculty grant award.
- 8) Completed *Proposal Forms* should be submitted to the Director of the Lake Erie College Center for Entrepreneurship.

NOTE: Grant funds will NOT to be used for any of the following;

- a. Capital Equipment purchases and/or leases, unless previously approved,***
- b. Building/Room renovations,***
- c. Use for non Lake Erie College curriculum or student enhancement,***
- d. Domestic and International Travel unless previously approved,***



Proposal Form

Name:

Title:

Department/Division:

College telephone number:

College email address:

Date:

- 1) Please describe the proposed activity (course development, research, program development/implementation, professional development) for which funding is requested.

- 2) Please describe specifically how the proposed activity supports the objectives outlined in #2 of the *Instructions & Guidelines* above.

- 3) Please provide a timetable for the completion of the proposed activity. Where applicable, please list interim milestones along with projected dates for the accomplishment of such milestones.

- 4) Please list the outcome measures by which you plan to assess the impact of your activity on the accomplishment of the objectives in #2 of the *Instructions & Guidelines* above. (A list of suggested outcome measures is available upon request from the Director of the Lake Erie College Center for Entrepreneurship.)

- 5) Please list the requested funding amount (in dollars). Where applicable, please demonstrate how you arrived at the requested funding amount in #5. (You may do this by listing specific expense items, a program budget, etc.)

LAKE ERIE COLLEGE
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Faculty / Staff Grant Review Checklist

Proposal # _____

Amount requested \$ _____

Please review the grant application and complete the following:

- | | | |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Applicant presented a clear description of the project. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Applicant presented a project timeline with beginning and ending dates and milestones. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Applicant included outcome measures to assess impact of the project. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Applicant included a budget. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Signed Agreement Statement included in packet. |

Funding Review Criteria

Area for review	Circle and comment					
The applicant identified strategies that make the study of entrepreneurship accessible to all Lake Erie College students. COMMENTS	Very good		Good		Poor	
	5	4	3	2	1	0
The proposal supports the growth and success of entrepreneurship in the Northeast Ohio community. COMMENTS	Very good		Good		Poor	
	5	4	3	2	1	0
The proposal includes outcome measures to assess the project's effectiveness. COMMENTS	Very good		Good		Poor	
	5	4	3	2	1	0

- | | | |
|---------------------------------|--|---------------------------------|
| <input type="checkbox"/> Accept | <input type="checkbox"/> Accept with modification/s, as noted | <input type="checkbox"/> Reject |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No Recommend progress report based on milestones within the proposal. | |

 Reviewer signature

 Date

Defined Measures of Success and Qualitative and Quantitative Measurement Strategy

Both quantitative and qualitative, measures will be used to demonstrate the annual progress and success of the program in six key areas – student engagement, faculty engagement, faculty development, experiential engagement, community involvement, and value creation and commercialization. Examples of quantitative measures include the following:

Student Engagement

1. The number of students enrolled in entrepreneurship-related courses, with additional weighting given to non-business students
2. The distribution across majors of students taking entrepreneurship-related courses
3. The number of students enrolled in the entrepreneurship minor/concentration
4. The distribution across majors of students enrolled in the entrepreneurship minor/concentration

Faculty Engagement

1. Number of faculty teaching entrepreneurship-related courses (including cross-listings)
2. Distribution of faculty across academic departments teaching entrepreneurship-related courses
3. Number entrepreneurship-related courses taught

Faculty Development

1. Number of faculty participating in entrepreneurship-related faculty development activities
2. Distribution of faculty across academic departments participating in entrepreneurship-related faculty development activities
3. Number of faculty research/course development grants awarded

Experiential Engagement

1. Number of student internships in entrepreneurial organizations
2. Number of student/faculty/staff business plan created
3. Number of students belonging to SIFE or other entrepreneurship-related organizations

Community involvement

1. Number of local entrepreneurs assisted through the initiative
2. Number of contact hours between the Center and local entrepreneurs
3. Number of entrepreneurs financially supporting the initiative
4. Number of alumni financially supporting the initiative
5. Number of alumni serving as student mentors

Value creation and commercialization

1. Number of business plans implemented (defined generally as business registration)
2. Number of business plans created receiving external funding

Fundraising

1. Amount of scholarships and other matching funds raised

Examples of qualitative measures include the following:

- Survey feedback from students, seminar attendees and others (student engagement);
- Surveys of faculty interest (faculty engagement);
- Surveys of entrepreneurs who use of the Center's services (community engagement);
- Feedback from the Advisory Board (community involvement);
- Positive feedback of business plans and the long-term success of participants (value creation and commercialization)

LAKE ERIE COLLEGE

CENTER FOR ENTREPRENEURSHIP

An Initiative funded by the
Ewing Marion Kauffman Foundation,
Burton D. Morgan foundation, and
Lake Erie College

FACULTY GRANT TERMS

GRANT PURPOSE: The purpose of this faculty grant is to change the way entrepreneurship is viewed, taught and experienced on the campus of Lake Erie College. The Lake Erie College Center for Entrepreneurship is committed to make entrepreneurship education available across campus, enabling any student in any field of study to access entrepreneurial training. Creating new interdisciplinary entrepreneurship programming will transform the way Lake Erie College prepares students for success in the American economy.

1. **Use of grant funds.** The faculty member may use grant funds only for the purpose outlined within the Faculty Grant Proposal and approved by the Review Committee. In addition:
 - a. The Center for Entrepreneurship will approve expenditures based on the budget submitted as part of the Faculty Grant Proposal. The Center for Entrepreneurship recognizes that there may be cases in which actual expenses may be different from the amount projected in the budget. Please note that any deviation from the approved amount must be approved by the Director, Center for Entrepreneurship and / or Review Committee.
 - b. All faculty grant funds are required to be used for direct approved course development / project expenses.
 - c. All faculty grant funds not used per the disbursement timeline will be relinquished by the faculty member.
2. **Faculty Grant Payments.** The payment requirement is attached as Exhibit A. Grant funds will be paid upon demonstration of satisfactory progress in achieving the purpose of the faculty grant.
3. **Faculty Grant Reporting.** The Review Committee reserves the right to request a progress report as noted in Exhibit B. A seminar will be conducted as part of the *For Faculty, By Faculty* professional development series and will be considered the final reporting requirement.
4. **Grant Termination.** The Center for Entrepreneurship may terminate the faculty grant at any time if the faculty member is unable to fulfill the expectations and the terms and conditions of this document and the approved grant.
5. **Communication Guidelines.** All communications related to the faculty grant will be reviewed and released through the Office of Public Relations, Lake Erie College.

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If you should have any questions related to this faculty grant, please feel free to contact our offices.

Congratulations and best wishes as you put your passion to work.

Director, Center for Entrepreneurship

Date

V.P. Academic Affairs, Lake Erie College

Date

Enclosed are two originals of this grant document. Please sign both originals and retain one for your records. Return a set of signed originals to Program Coordinator, Center for Entrepreneurship in the enclosed envelope.

The foregoing conditions are hereby accepted and agreed to as of the date indicated.

By: _____
Signature of faculty member

Academic Department

Date: _____

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EXHIBIT A

Upon receipt in the Center for Entrepreneurship of a signed original of this letter and the required documentation as outlined below, payment will be processed through the Controller's Office.

Payment Schedule:

Payments will be made for course development proposals within 30 days after EPP approval of the proposed course. Faculty member is required to submit a draft syllabus for the course developed as documentation of EPP approval. Payment for all other funded grants will be made within 30 days after submission of receipts or documentation of expenses actually incurred.

NOTE: Reference materials and /or textbooks may be selected and purchased from the syllabus bibliography for inclusion in the Lincoln Library collection for student, faculty, staff and community use.

EXHIBIT B

FACULTY GRANT PROGRESS REPORT

1. Please provide a brief summary of the activities completed so far regarding project. Include significant milestones, successes and concerns.

2. Suggestions for ways the Center for Entrepreneurship may support your efforts.

Signature

Date