



## GLOBAL ENGAGEMENT MINI-GRANT: Faculty, Classified, Administrator

# APPLICATION

**DEADLINE: April 7, 2017**

**Send your application to Diana Sampson at [dsampson@shoreline.edu](mailto:dsampson@shoreline.edu)**

The purpose of this mini-grant is to advance global education and engagement at Shoreline by providing professional development opportunities for faculty and staff. Examples of professional development projects and activities include: attending a global conference, developing a study abroad program, collaborating with a foreign scholar to develop cross-cultural learning opportunities, organizing community engagement activities, creating a new unit or a new course with a global education outcomes.

When developing a proposal, applicants should consider their areas of responsibilities and expertise to incorporate global knowledge and perspectives into teaching, learning and work responsibilities. Please discuss your proposal with your supervisor for approval prior to applying.

The Global Engagement Mini-Grant is intended to subsidize projects and/or activities; applicants are encouraged to identify other sources of professional development funds to supplement these grants.

Individual grants will not exceed \$2,500 and recipients will not be eligible to receive another grant for three years. Only permanent employees are eligible to apply. If you have any questions, please contact Diana Sampson, Associate Vice President for International Education at [dsampson@shoreline.edu](mailto:dsampson@shoreline.edu) or call 206-546-4512.

### EMPLOYEE INFORMATION

☐ Classified    ☐ Exempt    ☐ Faculty

☐ Full-time    ☐ Part-time

Name \_\_\_\_\_ SID Number \_\_\_\_\_

Division/Dept \_\_\_\_\_ If Faculty, subject(s) taught \_\_\_\_\_

Campus/Mailstop \_\_\_\_\_ Office Phone \_\_\_\_\_ Home or mobile Phone \_\_\_\_\_

## ACTIVITY DESCRIPTION

Please attach a separate page to respond to these questions and limit responses to a maximum of three pages.

1. Describe your project or activity.
2. State the goals or objectives of this activity and how they relate to the following statement:  
*Shoreline Community College will educate our students to be global citizens and prepare them to live and work in an increasingly interdependent world.*
3. Describe how you plan to accomplish these goals and objectives, including any previous experiences that demonstrate your ability to implement these plans.
4. The main objective of this grant is to advance global education at our college. In addition to a final report, the International Education department will work with you to organize a presentation highlighting your experience. Tell us how you plan to share your experience with the campus community and identify the timeframe for these activities--ensuring that it will be accomplished within 6 months of the completion of your project or activity. (*Note: you will receive a template for submitting the final report, which will be posted to the Shoreline CC website.*)
5. List the dates of your project or activity and provide an itinerary/schedule.

**Your reviewed by the International Programs Advisory Committee (IPAC) and applications will be rated based on the following criteria:**

- |     |   |
|-----|---|
| 30% | Overall depth and quality of objectives and plan  |
| 35% | Overall benefit of the activity toward achieving the goal of global awareness and “ <i>educating our students to be global citizens by preparing them to live and work in an increasingly interdependent world.</i> ” |
| 35% | Post-project activities that will benefit staff, faculty, and students.   |

## BUDGET

NOTE: For grants that include travel, a Travel Requisition must be completed at least six weeks prior to the travel. The Global Engagement Mini-Grant will reimburse recipients for authorized expenses with a Travel Expense Voucher after the project or activity is completed and a report is submitted. Recipients are responsible for completing a Travel Requisition prior to travel and keeping receipts of authorized expenses for reimbursement. Authorized expenses include registration fees, transportation, hotels and meals for the dates of professional development. Grant recipients are required to submit documentation with their Travel Requisition such as registration or event fees, flight confirmation and hotel reservations. No employees will be compensated for hours beyond their regular work schedule. Rules and regulations of your regular work assignment will be observed, including prior approval for any overtime hours.

	TOTALS
1. Activity fee (tuition/registration/etc.)	_____
2. Estimated cost for hotel and meals	_____
3. Transportation	_____
4. Other expenses (itemize completely on a separate page)	_____
5. Total budget to complete activity	_____
6. List any funds available from other source(s), (e.g., professional development funds, external grants)	_____
7. Minimum amount of grant necessary to complete activity	_____

## SIGNATURES

**TO APPLICANT:** After reading the following statement, please sign below indicating your concurrence.

*To my knowledge, all of the information contained on this form is true and accurate. I agree to submit a brief summary report or abstract of the funded activity together with expense receipts after the completion of the project or activity.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**TO VP, Executive Director or Direct Supervisor:** Please sign below to indicate that you have discussed the proposal with the applicant and approve. If you have additional comments please check here \_\_\_\_ and attach a separate page with your comments and signature.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Direct Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Vice President or equivalent

Return to: Diana Sampson, Associate Vice President for International Education  
Mailstop: International Education 9303 Email: [dsampson@shoreline.edu](mailto:dsampson@shoreline.edu) Phone: (206) 546-4512