

## LVAIC 2017-18 Cooperative Program Funding Proposals

Cooperative Program Proposals may be submitted to promote interaction and sharing across the LVAIC community and will include programs such as, but not limited to, conferences, symposia, workshops, and learning communities. Examples of appropriate uses of program funding would be: program development, conference logistics, conference materials, speakers, and conference meals.

LVAIC wishes to support both ongoing annual programs and emerging new program opportunities. The priority for LVAIC funds will be given to cooperative programs serving LVAIC campus members versus those serving broader audiences.

### First-time/annual cooperative program proposals

First-time or annual cooperative programs may request funds to support the development and delivery of programs, conferences, and symposia. First-time cooperative programs include new and emerging conferences or symposia as well as one-time, cooperative projects and programs. Annual cooperative programs are those which include a series of activities and events throughout the academic year.

### Multi-year cooperative program proposals

Multi-year proposals for cooperative programs or projects, which span more than one academic year and up to three academic years, may be submitted. A multi-year proposal will have distinctive, evolving or developing program components in each year. Proposals for programs that reoccur each year are considered reoccurring or ongoing cooperative programs and should follow the guidelines below.

### Reoccurring or ongoing cooperative program proposals

Reoccurring or ongoing cooperative programs may request multi-year funding of up to three years. The total funding request may not exceed \$6,000 (\$2,000 per year). Programs are encouraged to consider additional sources of funds, such as modest registration fees, especially for non-LVAIC participants, for long term sustainability of programs. Release of each year's funds will be contingent upon successful completion of prior year's annual report and submission of each year's assessment plan. Reoccurring or ongoing cooperative programs requesting funding greater than \$2,000 per year must submit a request annually following the first-time/annual program process detailed above.

All cooperative proposals should include the following information:

- An executive summary describing the cooperative program or project and its alignment with LVAIC collaborative priorities (see [www.lvaic.org](http://www.lvaic.org)).
- A project description including:
  - the activities that will be supported by the funding including:
    - Who is the target audience for this program?

- How many participants do you seek?
  - Is this a new or reoccurring program? Describe why it should be funded if new or why it should continue to be funded if reoccurring
    - Short-, medium-, and long-term objectives of the program
    - An assessment plan for the short- and medium-term objectives
- A detailed budget including plans to financially sustain this program in the future such as but not limited to registration fees and sponsorships. Describe plans for financial sustainability of this program beyond LVAIC funding.
- The Project Leader and a listing of the faculty, staff, and administrators across the LVAIC community who will participate in the planning and delivery of this program
- Qualifications of the proposers
- Supporting documents (as appendices)

Program planning guidelines:

The LVAIC staff members have a number of tools and resources to assist and support funded collaborative programs with planning and event logistics. These resources include but are not limited to event planning guidelines, on-line registration and payment tools, and communication tools.

For budget purposes:

- Faculty Stipends
  - Conference organizer – Not to exceed \$750
  - Conference speaker - \$500
  - Outside Speaker – include speaking fees and any travel costs
- Food (these are general budget guidelines and should be verified on each campus)
  - Breakfast - \$8.00 per person
  - Buffet Lunch - \$16.00
  - Reception - \$18.00 per person
- Student Transportation - \$70 per hour for driver and 15 passenger van