

PENNSSTATE



Commission for **Adult Learners**

2010 INCENTIVE GRANTS for ADULT LEARNER PROGRAMS and SERVICES

The Commission for Adult Learners provides advice and consultation to the University on issues affecting adult learners, whether they attend full or part time; have degree, provisional, or nondegree status; and study days, evenings, or at a distance.

Proposal Instructions

Proposals for funding must be received on or before:
Friday, February 5, 2010

Incentive Grants for Adult Learner Programs and Services Proposal Guidelines

Purpose of the Incentive Grant

The Commission for Adult Learners established Incentive Grants to support new, improved, and innovative programs or services to support its mission: recruiting and retaining adult learners. The intent is to provide start-up funds for programs and services expected to become an integral part of a campus's or unit's future programming and service delivery offered to adult learners.

Eligible Applicants

Staff, faculty, and adult student organizations are eligible to submit proposals. Student organizations must have the support of their advisers, who will be the primary contacts for all Incentive Grant correspondence and fiscal transactions, and the campus chancellor.

Incentive Grant Award Range:

The Commission will make awards up to a **maximum of \$2,000**, contingent upon matching funds from the campus or unit.

Campus or Unit Matching Funds:

For every \$2 of Incentive Grants awarded, the campus or unit requesting funding **must match** with \$1. In-kind services *cannot* be used to meet the required campus match. Including the campus match, a proposal could total up to **\$3,000** (\$2,000 grant, \$1,000 campus funds).

Proposal Review Process:

Preference will be given to substantive proposals (a) with the potential for a long-term, significant impact on adult learners, (b) requiring support and collaboration by two or more campus or administrative units, (c) with an expected impact on a relatively large number of adult learners, and (d) indicating a relatively large matching commitment through investment by the campus in the project. Proposals may be submitted for programs or services to be implemented in spring, summer or fall 2010.

Proposals should cover the following in addition to other information that will help the reviewers understand the project.

- ⌚ State program or service objectives
- ⌚ Identify outcome(s) that correspond to the goals of adult learner recruitment and retention initiatives
- ⌚ Provide a realistic implementation plan
- ⌚ Feature a detailed and cost-effective budget
- ⌚ Identify required campus matching funds
- ⌚ Indicate collaboration between units or departments
- ⌚ Provide a well-sequenced and achievable project timetable
- ⌚ Include an evaluation plan
- ⌚ Commitment to continue the program if it is successful without further assistance from the Commission for Adult Learners

The committee will consider renewal proposals, but the renewal proposal must include specific strategies for program enhancements for the new grant period. Programs can be renewed for only one additional time period following initial funding.

Incentive Grant funds will not be awarded to support needs assessments. However, programs and services that are proposed as a result of a needs assessment would qualify for funding.

Proposal Submission:

⌚ Proposals must be submitted as a WORD document attached to an e-mail sent to Judy Wills, staff liaison to the Commission for Adult Learners at jcw25@psu.edu. **The proposal must be received no later than Friday, February 5, 2010.**

⌚ It is acceptable to include a scanned version of the required signature page to be sent electronically with the WORD proposal document. If a scanner is not available, the original page with the signatures of the project director, campus chancellor, and financial officer should be **mailed to the Incentive Grant Program, c/o Commission for Adult Learners, 225 Outreach Building, University Park, PA 16802. This form must be received by Friday, February 5, 2010.**

⌚ A signed Signature Page indicates acceptance of the following terms:

- The grant will be spent as specified in the proposal, unless changes are approved by the Incentive Grant Committee in writing.
- An evaluation of the program will be submitted in a report when the proposed project is completed.
- The campus will continue to provide the program if it is deemed successful.
- Information about the strengths and weaknesses of the program may be shared at a Hendrick Best Practices for Adult Learners Conference (sponsored by the Commission for Adult Learners).

Disbursement of Grant Funds:

All applicants will be notified of the status of their proposal on or before **February 26, 2010**. Funds will be disbursed as soon as possible after this notification.

PROPOSAL FORMS AND CONTENT

Form A: Cover Page

Complete a separate cover page for each project.

Form B: Program Overview (your Program Overview should consist of no more than 3 pages)

Rationale – Explain the reasons for developing this program or service. For example, did a needs assessment help you to identify the project?

Program Objectives – What do you expect to accomplish with this program or service? How many adult learners will benefit from the program? How will this program or service further the goals of adult learner recruitment and retention?

Program Description and Implementation – What will this program or service look like? How will you deliver this program or service?

Program Timetable – Provide timetable with planning and implementation dates, activities, and personnel.

Program Assessment – How will you measure the success and impact of your program or service?

Long-term Plan – If the program is successful, how will the campus ensure that it will continue?

Form C: Budget

The program budget, page 9, should reflect all expenses necessary to conduct the proposed program or service. The committee discourages Incentive Grant support for refreshments and giveaways. In-kind services *cannot* be used to meet the required campus match.

Questions:

Questions regarding the Incentive Grant application and/or review process should be directed to Judy Wills, staff liaison to the Commission for Adult Learners, at jcw@psu.edu or phone 814-863-1316.

**2010 Incentive Grants for Adult Learner Programs and Services
Program Overview**

FORM B

Program or Service Summary: PENN STATE (campus)

Title of Program or Service:

Unit(s):

1. Rationale: Explain your reasons for developing this program or service.
2. Program objectives: What do you expect to accomplish with this program or service; and how will the campus or unit and its students benefit in subsequent semesters if it is continued?
3. Program description.
4. Audience: Describe who will participate in and benefit from this program or service.

5. List specific strategies for program promotion.

6. Program timetable:

a) Identify when the proposed activity will occur - spring 2010, summer 2010, or fall 2010.

b) The planning for and execution of a successful activity requires the thoughtful sequencing of events necessary for its delivery. Please indicate the timetable of events and responsible persons for the activities proposed.

7. How does this program or service further the recruitment and/or retention of adult learners?

8. If this is a *renewal* proposal, list specific improvements to the previously-funded proposal that are reflected in this proposal.

9. Program assessment: Explain when and how the impact and success of the program or service will be measured.

10. Long-term plan. How will the program be continued in the future if it is successful?

**2010 Incentive Grants for Adult Learner Programs and Services
Budget
FORM C**

PENN STATE (campus)

Program Title:		
Unit(s):		
Program or Service Budget #:		Anticipated # of Participants:
List anticipated expenses. Please list specific items in each category.		
Category	Incentive Grant Expense	Campus or Unit Support
Office Expenses (copying, postage, etc.):		
Program Materials:		
Publication Purchases:		
Wages and Honoraria:		
Program Advertising:		
Other (Please list):		
	Total:	Total:
Total Program Cost:		

2010 Incentive Grant Proposal Signature Page

Print this form, obtain required signatures, and submit by Friday, February 5, 2010 to:

Incentive Grant Program c/o Commission for Adult Learners

225 Outreach Building

University Park, PA 16802

Phone 814-863-1316, Fax 814-865-3810

Applicant: PENN STATE _____ (campus)
Title of Project: _____ Total cost: \$ _____
Incentive Grant- Amount Requested: \$ _____
Campus or Unit Match \$ _____

This project has been planned in conjunction with existing campus or unit activities.

Further, a signed Signature Page indicates acceptance of the following terms:

- The grant will be spent as specified in the proposal, unless changes are approved by the Incentive Grants Committee in writing. Funding for the grant is derived from general funds and therefore should reside in a general fund in your budget area.
- An evaluation of the program will be submitted in a report when the proposed project is completed.
- The campus will continue to provide the program if it is deemed successful.
- Information about the strengths and weaknesses of the program may be shared at a Hendrick Best Practices for Adult Learners Conference that is sponsored by the Commission for Adult Learners.

Project Director(s): _____
(Signature) (Date)

Office Address: _____

E-mail: _____ Telephone: _____

Chancellor or Administrative Head: _____
(Signature) (Date)

(Print name)

Financial Officer: _____
(Signature) (Date)

(Print name)

Budget Administrator: _____
(Signature) (Date)

(Print name)

(Budget # for Funds Transfer and User ID)