

PENNSSTATE



Commission for **Adult Learners**

2011 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, January 28, 2011

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.

New this year is the intent to incorporate a diversity focus within the framework of the funded programs. The goal is to increase our outreach and services to women, people of color/first generation students and the LGBT community as it pertains to our adult learner population.

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 recruiting, retaining, or developing services focusing on diversity within the University's adult learner population**, 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 2011.

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 **as it pertains to our diversity focus.**
- ⌚ 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 to Judy Wills, staff liaison to the Commission for Adult Learners by mail or scanned and sent electronically to jcw25@psu.edu. **The proposal must be received no later than Friday, January 28, 2011.**

⌚ It is acceptable to include a scanned version of the required signature page to be sent electronically with the 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: **Incentive Grant Program, c/o Commission for Adult Learners, 301 Outreach Building, University Park, PA 16802. This form must be received by Friday, January 28, 2011.**

⌚ 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 outcome and results 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 11, 2011**. Funds will be disbursed via IDCC to the listed budget as soon as possible after this notification.

Unused funds should be returned to the Commission for Adult Learners on or before **November 30, 2011**.

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 should reflect all expenses necessary to conduct the proposed program or service.

The committee discourages Incentive Grant support for the below:

- Refreshments
- Giveaway items. such as T-shirts, buttons, balloons, and other such items
- Faculty/staff travel and conference attendance
- Research projects, computer hardware, art, or library collections

In-kind services *cannot* be used to meet the required campus match. The Commission considers “in-kind” support to be any expenditure that would occur anyway, even if the unit did not coordinate an Incentive Grant-funded program (i.e. Salaries).

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.