



**Community Colleges of Spokane
Foundation**

Welty Award for Systemic Program and Professional Development

APPLICATION GUIDELINES

Background: In 2008, Dr. Elizabeth Welty created the Drs. Robert F. and Elizabeth M. Welty Endowment for Systemic Program and Professional Development at the Community Colleges of Spokane. Dr. Welty pledged \$2 million to endow this program, charging our colleges to create and support a comprehensive academic culture where program and professional development is system-wide, socially relevant and directly tied to new and emerging issues and needs in the communities we serve. Each year, the Community Colleges of Spokane Foundation awards one Welty Award for Systemic Program and Professional Development (commonly referred to as the Welty Award) to fund collegial, system-wide projects related to academic planning, curriculum development, training and instruction that respond to emerging regional needs.

APPLICATION REQUIREMENTS

1. CCS Foundation awards one Welty Award, not to exceed \$50,000. Grants are paid over three years. The three-year payment schedule will be outlined in the grant agreement. For example, a schedule of yearly grant funds paid could be: Year One: \$10,000, Year Two: \$30,000, Year Three: \$10,000.
2. Funding in Year One enables faculty teams to thoroughly research emerging issues and trends affecting their field of study, curriculum and/or the industry served. Funding in Year Two is dedicated to faculty and staff training based on the information presented after Year One. Funding in Year Three is committed to implementation. In your application, please be sure to be mindful of impacts to IT, Library Services and Human Resources.
3. If requesting a stipend, please contact the Budget and Finance office to determine the amount needed to be included in the proposed budget to pay for stipends and benefits for the individual's employee classification. The Foundation will not be responsible for any expenses that exceed the amount approved.
4. First-year grant monies will be available January of the academic year in which the funds are awarded. Subsequent funding for Years Two and Three will be subject to review of the attainment of the prior year's goals.
5. Award recipients must submit a report by January 15 following the conclusion of each grant cycle year. Failure to do so may result in denial of future allocations. A report format will be provided to all Awardees.
6. Applications must come from faculty and administrative staff members currently employed at the Community Colleges of Spokane and must be authorized by the appropriate Dean, Vice President of Instruction/Learning and the College President.

APPLICATION PROCEDURES:

1. Submit the proposal in a single PDF via email to foundation@ccs.spokane.edu by the Welty Award deadline. Please visit www.ccsfoundation.org/welty for the current deadline.
2. All applications must clearly include the following:

Year One:

1. A clear and concise goal identifying the proposed vision of the project and how it addresses the strategic direction of the institution and program curriculum.
2. Specific objectives identifying how emerging needs, issues and trends will be researched in relation to the overall goal of the project, and how current program and curriculum content will be reviewed.
3. Statement of how the project will impact the college community, including various department involvement.
4. Discussion of how the project supports student learning and/or student success.
5. How specific outcomes of the research will be identified and measured.
6. A complete and clear budget using the required budget form.

Year Two:

1. Based on anticipated outcomes and findings of Year One, a detailed description of:
 - a. Training and professional development needs/opportunities
 - b. Staffing considerations
 - c. Other considerations

2. Specific action steps and timeline for addressing professional development needs.
3. How specific outcomes of program and professional development will be identified and measured.
4. A complete and clear budget using the required budget form.

Year Three:

1. Based on the anticipated pedagogical outcomes of professional development/training completed in Year Two a detailed description of how those outcomes will be used in the implementation stage.
2. Identification of implementation strategies including:
 - a. How implementation will occur
 - b. Who will be responsible for implementation
 - c. What is needed to successfully complete implementation
 - d. How implementation outcomes will be measured.
3. How the project will be funded moving forward.
4. A complete and clear budget using the required budget form.



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