

# Montgomery College Foundation

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## Application for Use of Innovation Fund to Support Innovative Initiatives at Montgomery College that answers the question

“How would you use Innovation Funds to bolster student completion and goal attainment?”

FY'13 Awards Cycle

Applications are due on Thursday, April 4, 2013

### Montgomery College Contact Information

Name of Person Requesting Grant: \_\_\_\_\_

Department \_\_\_\_\_ Campus \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Name of Additional Key Personnel: \_\_\_\_\_

Department \_\_\_\_\_ Campus \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Project Title: \_\_\_\_\_

Proposed Start Date \_\_\_\_\_ Proposed End Date \_\_\_\_\_

Progress Report Due Date (*six months after proposed start date*): \_\_\_\_\_

Final Report Due Date (*no later than 45 days after the grant ends*): \_\_\_\_\_

Budget Amount Requested: \$ \_\_\_\_\_

Project Director: \_\_\_\_\_  
(Printed Name) (Signature) (Date)

Dean or Provost: \_\_\_\_\_  
(Printed Name) (Signature) (Date)

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**A. Abstract** (not to exceed 100 words)

**B. Proposal Narrative** (not to exceed two typed pages or a point size less than 11).

Include the following:

- Statement of need
- description of your proposed project
- measurable outcomes on how student completion and goal attainment were increased
- method for analysis of data supporting the desired outcomes
- number of students impacted by the proposal (*directly/indirectly*)
- timeline for implementation
- sustainability of the proposal after the grant ends (*if appropriate*).

**C. Proposed Budget**

Student Assistant	Local Travel
Honoraria	Professional Development
Scholarships	Supplies
Stipends	Other (specify)
Conference/Meetings	
Contract Services	
Equipment	

**D. Budget Justification** (*not to exceed two typed pages or a point size less than 11*).

- Explain the proposed budget
- If appropriate, identify and explain Montgomery College facilities or resources required to implement project.
- Applicants must collaborate with the Facilities office, the Information Technology office, or the Office of Communications about their potential facility, IT, or communications needs or requests prior to the submission of the application. This will provide more exact budgeting and allow for better support and preparation for projects if the application is successful.

**Deadline: Applications are due on Thursday, April 4, 2013**

Send your completed application form to:

Montgomery College Foundation  
ATTENTION: Carol Rognrud, Executive Director  
40 West Gude Drive, Suite 220  
Rockville, Maryland 20850

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[carol.rognrud@montgomerycollege.edu](mailto:carol.rognrud@montgomerycollege.edu) or phone: 240-567-7493