

WAYNE STATE COLLEGE FOUNDATION PROFESSIONAL STAFF DEPARTMENT GRANTS

The Wayne State College Foundation will provide Department Grants to support projects or programs, which promote student development. All applications are due April 1st of each spring semester. This document contains guidelines for grant submission. Please also review the Professional Staff Grant Applications Guidelines document and submit the *Grant Application Form*.

1. The programs or projects must focus on one of the following:
 - a. Enhancing student's ability to make in-class or out-of-class connections
 - b. Facilitating student retention
 - c. Promoting student participation in collaborative community projects
 - d. Promoting student's ability to participate in service learning or community service programs
 - e. Promoting student participation in campus events or organizations
2. All professional staff or faculty who collaborate with them are eligible to apply for the awards.
3. All Department Grant proposals will be reviewed and ranked by a panel of three to five students recommended by the Professional Staff Senate or the Student Senate. Following that review, a committee consisting of at least five of the Professional Staff Senators or designees will recommend programs for funding to the WSC President. The list of funding recommendations for the grants will be submitted to the Vice President of the Foundation who will review the list and forward the recommendations to the WSC President for a final decision.
4. Year-end reports on the Department Grant projects will be presented at the annual Professional Staff Senate meeting and written reports forwarded to the Wayne State Foundation Office.

Department grants should address the guidelines listed above. Preference will be given to staff not previously holding department grants and to professional staff members applying for grants to begin new projects. Department grants are typically used to fund projects which have direct impact on student development. No award will exceed \$2,000. No funds will be awarded on a multi-year basis. Staff with multi-year projects should reapply on an annual basis.