

W&L

Office of the Dean of the College

To: College Faculty
From: Fred LaRiviere
Subject: Fall College Mini-Grants for Course Enhancements
Date: November 1, 2019

The Dean of the College invites proposals from College Faculty for mini-grants for the WINTER TERM 2020. Budgetary constraints require a competitive process. No one faculty member will be funded for more than one mini-grant per term. Mini-grants will be competitive this year and priority will be given to those who have not previously been funded.

Mini-Grants are for Course Enhancements

Proposals of up to \$750 for enhancements to specific departmental or interdisciplinary program courses to be taught in WINTER TERM 2020 will be considered. Examples of such enhancements include inviting visitors to campus to meet with your class, excursions with students to Washington or Richmond, or purchases of special materials such as gadgets, software, or theater tickets. The number of proposals your department or program may submit depends on the # of full-time faculty (for departments) or the # of courses offered in the winter (for programs). Please budget modestly; the smaller each individual request, the more requests we can grant. Mini-grants can pay for student meals with a visitor, but not for meals for a group of faculty. All mini-grant expenses must be in accord with Business Office guidelines (*e.g.*, limiting mileage reimbursement to \$.375 per mile).

Mini-Grants Submission Deadlines

Faculty: Using the attached proposal form, submit your Mini-Grant proposal to your dept./program head for endorsement by **Nov. 22, 2019**.

Dept./program heads: Operating under the constraints listed below, submit proposals from your dept./program to Jinky Garrett (vgarrett@wlu.edu) by **Dec. 6, 2019**. If submitting multiple proposals from your dept./program, please rank in order of priority and provide a brief explanation.

1 mini-grant proposal	Depts. with 4-5 FT members or Programs with 1-2 courses
2 mini-grant proposals	Depts. with 6-10 FT members or Programs w/ 3-14 courses
3 mini-grant proposals	Depts. with 11+ FT members or Programs with 15+ courses

Please contact Fred LaRiviere (larivieref@wlu.edu or x8746) with any questions.

COLLEGE MINI-GRANT PROPOSAL FOR COURSE ENHANCEMENT (\$750 LIMIT)

DUE TO YOUR DEPT./PROGRAM HEAD BY NOVEMBER 22, 2019.

DUE IN THE DEAN'S OFFICE BY DECEMBER 6, 2019.

_____ I have never received a mini-grant from the College.

_____ I have received a single mini-grant, in _____ (term, year).

_____ I have received two or more mini-grants, most recently in _____.

Department or Program _____

Course Number and Title _____

Instructor _____

Term _____

Requested Enhancement _____

Rationale _____

Attach budget (provide as much detail as possible; actual costs are preferred to estimates)

Instructor Signature

Department or Program Head Signature