

# Classroom Mini-Grants

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## Guidelines 2020-2021 (Revised February 2021)

The Classroom Mini-Grant provides funds to an individual or a small team of current or full-time UTC faculty to create or improve high-impact practices in their courses. Proposals for these grants are for \$300.00 or less. Funds must be used to directly aid in the teaching of a UTC course. Classroom Mini-Grants should be used for an activity directly related to a specific class that you are teaching during the current academic year.

### Classroom Mini-Grants Support

- Engaged-learning class materials not covered by regular departmental funds, such as whiteboards for students, scratch-off cards, and manipulatives.
- Preference is given to grants proposals that describe a use of funds that **impacts a course in a broad and connected fashion**, rather than a one-time moment or one-session event in a semester. Use of funds with speakers, for example, should involve **student activities that follow-up and extend** any one-time speaking event.
- Preference is also given to grants that incorporate **a student reflective component**, reflection here meaning not simply reflection on the activity in question but more importantly a **meta-reflection** on the learning process itself (and the student's relation to that process). This can be achieved through a writing assignment, discussion board, a survey with space for extended reflection, and the like
- Only undergraduate course-related expenses are the intended focus for these grants.
- Funds can be used to support honoraria for guest presenters (non-UTC affiliated) and workshops. Funding may not, however, be used for a Department's seminar speaker series. However, to encourage grants that are "sustainable" (i.e., funds to support acquisitions which can be used again in future semesters), **there is a restriction on one-time events for guest speakers and workshops per Department: the limit for these activities is \$1,000 per semester**. We encourage you to coordinate with your Department Head and faculty when requesting your funds as this can impact a Department's overall requests.
- Travel for external educational partners.
- Travel expenses for off-campus class visits.

### What is Not Funded

- The grant does not fund the purchase of technological hardware (computers, tablets, etc.)
- Funds cannot be used to pay UTC faculty, staff, or students.
- Grant funds cannot be used for prizes, gift cards, contests, donations, food for events, or for Research Dialogues posters. (In-class poster projects will be considered on a case-by-case basis.)
- Funds cannot be used for a Department's seminar speaker series.

### Eligibility and Grant Cycle

- Anyone currently teaching at UTC is eligible, full-time and part-time UTC faculty and staff.
- Applications are accepted each month. If a proposal is accepted for funding, all funds must be spent by the end of the term of your award (fall, spring, or summer).

### Budget Requirements

- The standard funding limit for grants is \$300.00 or less.

- Funds must be used to augment the regular educational program, not to substitute funds or services that would otherwise be provided during the time period in question.
- The budget must distinguish between sustainable items (usable in future semesters) and one-time use items.

**Program Requirements**

- Grant recipients will be required to submit a brief “Final Report” (found on the WCTL website) regarding use of the funds and an account of any unused funds which will revert to the Walker Center at the end of the period for the grant. The specific due date for the final report submission will be based on the project’s completion timeline, normally by the end of the semester in which the project is completed. \*Note: If a final report is not submitted, the recipient forfeits the right to apply for a future grants.

**Selection Criteria and Process**

Proposals will be considered on a monthly basis. Proposals should be submitted using the Classroom Mini-Grant application form, including any required attachments to [wctl@utc.edu](mailto:wctl@utc.edu) by the 1st of the month (Note that sometimes deadlines are jarred because of weekends and holidays, so please consult the WCTL website of those dates). Applications that do not use the application form will be returned to the applicant for correction and will not be considered again until the next application cycle. Applicants will be notified within 30 days of award status.