Matching Funds Grant Guidelines

Revised February 2023

HIP Matching Funds for Past HIP Grant Recipients

For those who have previously received WCTL HIP Grant funds for substantial "sustainable" acquisitions (i.e., materials and equipment that are intended for reuse in future semesters), such WCTL HIP grant recipients can apply, in a subsequent semester, for "Matching Funds" toward the non-sustainable expenses related to their HIP grants. These Matching Funds are limited to no more than $500.00 for a one-time request. The fund is intended to have the Walker Center and the applicant's Department (or other partner) share equally in expenses related to extending the life of the original grant. The fund is also designed to encourage the reuse of sustainable materials acquired by WCTL HIP Grants. WCTL funds are available only for Undergraduate courses.

For example, an awardee may wish to reuse scientific equipment funded by a WCTL HIP grant, but requires various one-time use materials (e.g., perishable plants) for the class to make use of this equipment. The applicant may apply for matching funds (in collaboration with a Department or other partner) for these limited use materials.

Application and Procedures

The applicant will use the **WCTL Matching Funds Grant Application** to submit this request. These applications will be reviewed on a rolling basis. The applicant must secure and document funding support from the fund match partner (i.e., typically one's home Department) for the match application to be considered by the WCTL Grants Committee. The partner's funds should generally equal that requested from the Walker Center. The funding partner's **statement of match confirmation** (whether one's Department or other entity) should indicate that the match has been secured and specify the dollar amount the partner will fund. This arrangement should be acknowledged in a **Department Head's letter of support**.

Student Reflection Activity

Walker Center grants are intended not only to foster innovative teaching practices but also to prompt students to become more aware of what makes for a successful learning. To this end, we ask that each grant include a Student Reflection Activity (normally graded) as part of the class's use of the funding. Here, we offer some guidelines regarding this activity:

- **Reflecting on the Learning Process:** The student reflection activity should strive for reflection on the learning process (meta-reflection) rather than on the content of the learning. While we do hope, of course, that the grant's funds are used to make the content more meaningful and engaging, we envision the reflection activity as an opportunity for students to gain insight into how learning works and how engaged learning makes the learning process more productive.
- **Stages of Reflection:** The grant proposal should describe and structure student reflection in several stages, for example (1) with a pre-activity reflection on the possible learning outcomes of the activity, (2) with a reflection activity integrated into the main part of the funded process, and (3) with a post-activity reflection that compares and discerns insights that may not have

been anticipated by the pre-activity reflection. Overall, student reflection on the learning process should be integral throughout and not left to the end.

Funding Parameters

- Funding requests should conform closely to the non-sustainable elements of a previously funded WCTL HIP Grant.
- These Funds must be used to directly aid in the teaching of specific UTC courses.
- 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 if these formed a part of the original HIP Grant. Funding may not, however, be used for a Department's seminar speaker series. Note, as with all WCTL grants, **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.

What is Not Funded
- 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. The committee intends to review these grants on a rolling basis.
- 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 Matching Grants is $500.00 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.
- These funds are designed to assist with the non-sustainable elements of a previously funded HIP Grant which contained significant sustainable elements. Still, the budget should distinguish between sustainable items (usable in future semesters) and one-time use items.

Reporting Requirements
- Grant recipients will be required to submit a brief "Final Report" (found on the WCTL website) regarding use of the funds. Any unused funds 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 Matching Funds Grant application form, including any required attachments to 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.