



International & Intercultural Education (I&IE)

Member of the Division of Academic Affairs

2411 W. 14th St., Tempe, AZ 85281

Phone: 480 731-8250

Fax: 480-731-8021

Innovative International & Intercultural Education (I&IE) Grant Proposal Guidelines

General Information

The District Office of International & Intercultural Education has been allocated \$33,000 in internal grant funds to support MCCCDC projects and programs with an international/intercultural education focus. Proposals should be based on priority areas identified in the District Strategic Plan for International & Intercultural Education and aligned with the Mission, Vision, and Values defined by the MCCCDC Governing Board.

The overall intent of I&IE internal grants is to foster innovation and project/program start-up with a focus on international and intercultural education. Funds are available on a competitive basis through a grant proposal process. I&IE internal grant funds are not designed to sustain projects more than three years in duration nor intended to support pre-existing programs.

I&IE internal grants are administered through the District Office of International & Intercultural Education; however, funding decisions are made by the district-wide I&IE Steering Committee. This steering committee is composed of one voting member from each college. District I&IE staff facilitate the grant process, but are not voting members of the committee. Voting members of the I&IE Steering Committee are not permitted to vote on grant proposals submitted by their own college.

If a voting member cannot attend a meeting, he/she can vote via email to the district director of International and Intercultural Education two days before the regularly scheduled I&IE Committee meeting, or by submitting the vote(s) to a representative from their college attending the meeting who will cast the voting member's vote(s) for them, or by leaving their vote with a committee member during the meeting.

Deadlines and Submission Instructions

Proposal submissions for the current fiscal year are due in the District Office of International & Intercultural Education by 5:00 p.m. the first working day of the following months: September, October, November, December, February, March, April or May. Proposals for projects and programs occurring the next fiscal year may be submitted for consideration in April or May.

Submission Steps:

1. Contact your college's I&IE representative for guidance.
2. Write proposal (author or a co-author must be a full-time employee) of no more than ten pages, including expense report, signature page and any attachments.
3. Submit your completed proposal to your college's respective I&IE representative who will submit the proposal electronically to the District Office of International & Intercultural Education.
4. Notification of award status (within three weeks of deadline submission date).

If Awarded Funding:

1. Contact your fiscal agent for budget codes and management advice.
2. Conduct project.
3. Submit a final report of no more than three pages highlighting project/program outcomes and successes as they relate to specific priorities identified in the I&IE Strategic Plan and MCCCCD Governing Board Mission, Vision, and Values within 30 days of project conclusion. Submit a copy of your report to your college president, to your college I&IE representative and to the District Office of International & Intercultural Education.

Guidelines

I&IE grant funds are intended to foster the development of innovative international and intercultural projects and programs throughout the district. Based on this premise, priority consideration will be given to proposals addressing the following elements:

- Proposals reflecting priorities identified in the district I&IE Strategic Plan.
- Proposals addressing international/intercultural aspects of MCCCCD's Mission, Vision, and Values.
- Student and faculty centered proposals that yield significant benefits to the teaching-learning process.
- Multi-college or district-wide proposals.
- Proposals that include a financial contribution from the host college(s).
- New Multi-year programs (up to three years).
(Previously established projects or programs will not be considered.)

Expenses not covered by I&IE Grants:

- Capital equipment purchases.
- Continuation of "soft money" projects (e.g., Department of Education grants).
- Activities considered routine responsibilities of the college (Personnel, general supplies, etc.).
- Airfare for any MCCCCD individual or group. Travel expenses by visiting guest speakers, performance groups, artists, ambassadors, etc. ARE ALLOWED.
- Individual professional growth (Conferences, workshops, training, etc.).
- Projects covered under Faculty Professional Growth Guidelines (e.g., individual travel, summer projects, academic advancement, etc.).
- Ongoing Study Abroad Programs.

Funding Categories

Category #1: Funding for single college, multi-college, or district-wide projects and programs beginning and ending in one fiscal year.

Category #2: Single college, multi-college or district-wide, multi-year projects* (up to 3 years in duration). In addition to the minimum proposal components identified on the following page, initial multi-year proposals must also include a clear statement of the college's commitment to gradually assume financial responsibility for the project if the project is intended to continue beyond the three-year funding limit.

Approved multi-year proposals will be funded based upon decreasing funding levels as outlined below:

Year 1: 100% of funds requested.

Year 2: 75% of year one funding. College funds 25%.

Year 3: 50% of year one funding. College funds 50%.

Year 4: College assumes ownership of project.

Funding for multi-year projects is contingent upon approval from year to year. Before additional funding for subsequent years can be granted, a proposal for the new year and a copy of the prior year's final report must be submitted to the District Office of International & Intercultural Education by 5 p.m. the first working day of each September. The I&IE Steering Committee will then evaluate outcomes identified in the final report to approve additional funding for the following year at their September meeting.

Note: *Funding of multi-year projects:*

I&IE grant funds are anticipated to be available on a yearly basis. While it is not anticipated that I&IE grant funding will be reduced or eliminated, funding beyond one year cannot be guaranteed as it is subject to the passage of the budget by the governing board each year.

Category #3: Proposals for visual media, instructional materials, books, and maps that support and sustain international and intercultural projects and/or programs. Not to exceed \$1,500.

Minimum Proposal Components

1. Project rationale & justification.
2. Project description: Include how project will be implemented.
3. Project administration: Include brief background information on the project coordinator(s).
4. Project impact: Target audience and impact on students and/or teaching.
5. Budget narrative (Please include the following sections, as appropriate):
 - a. Honoraria and/or Professional Services Contracts
Include the name of the person/contractor, services rendered, and amount to be paid.
 - b. Materials/Supplies
Itemized description and estimated cost of any project-related materials, equipment, and supplies required for the duration of the project.
 - c. Travel
The budget section must reflect both travel costs for each person for each trip (e.g., airfare) as well as per diem per person and a detailed daily itinerary. The rationale/justification for all travel must be clearly described in the text of the proposal. Please refer to MCCCCD Travel Request Form for details.
 - d. Description of Official Function(s) and Associated Costs
Description of official function event(s). If catering or restaurant service is required, please indicate number of persons attending, what will be served (i.e., lunch, dinner, snacks) and estimated cost per person.
 - e. College Contribution (in-kind, cost-sharing funds)
 - f. Other
6. For multi-year program proposals requesting subsequent year funding for Year 2 or Year 3, a copy of the prior year's final report is also required. (See Category #2 on previous page for more details.)

Project Final Report

Final project reports consisting of no more than three pages are due within 30 days of project completion. Copies of the final report are submitted to your college president, to your college I&IE representative and to the District Office of International & Intercultural Education. Accountability measures must include the following:

1. Project/Program Summary
2. Event Outcome
Highlight project/program outcomes and successes as they relate to specific I&IE strategic priorities and MCCCCD Mission, Vision, and Values previously identified in the original proposal.
3. Expense Report
4. Overall Evaluation
5. Benefits to students, college & community
6. Challenges

For more information, contact your college's International & Intercultural Education Representative or call the District International & Intercultural Education Office at (480) 731-8250.



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**International & Intercultural
Internal Grant Proposal
Cover Sheet**

For Official Use Only:	
Funded:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Amount:	\$ _____
Date:	_____

Project Title: _____ Multi-Year: Yes No

College(s): _____

Project Director(s): _____

Brief Project Description: _____

Date Project Begins: _____ Date Project Ends: _____

College Contribution	Amount Requested	Other	Project Total
\$	\$	\$	\$