

**TEMPLE COLLEGE FACULTY COUNCIL  
FACULTY ADVANCEMENT COMMITTEE**

**Faculty Advancement Grant Guidelines**

The following guidelines apply to the Faculty Advancement Grant funds:

Financial

1. \$5,000 may be awarded for any academic year.
2. Awards will be limited to:  
\$500 per proposal benefiting an individual;  
\$1,000 per departmental proposal; and  
\$2,000 per joint proposal submitted by two or more departments.
3. Funds may be awarded in partial amounts requested in the proposal.

Eligibility

1. All Temple College full and part time faculty and instructional departments are eligible to submit proposals. Priority will be given to those applicants who have not received an award the previous year.
2. During semesters when multiple proposals are submitted, priority will be given to proposals benefiting the maximum number of faculty and/or departments.
3. Denied proposals may be resubmitted for consideration in subsequent semesters.
4. Any additional money needed to complete a project/event not included in the original proposal will be the responsibility of the recipient(s).

Application process

1. Complete the Faculty Advancement Grant Application form.
2. Attach a completed Temple College Travel Request form if proposal includes off campus travel. (The College's general procedures/policies for off campus travel must be followed.)
3. Provide any supporting documentation (announcement, brochure, letters of recommendation, etc.) with the Faculty Advancement Grant Application form.
4. Applications should be submitted to the Faculty Advancement Committee Chair at least four weeks prior to the deadline date of the project/event. Special situations will be handled as time permits.

Conditions of award

1. Grant(s) must be utilized within the academic year of the award. Any awards not used during this time will be rescinded. Reapplication may be made for the next application period.
2. Upon completion of the project/event, the recipient will complete the Temple College Travel Request form and submit it to the Faculty Advancement Committee Chair within 2 days.

The Faculty Advancement Committee will inform the Temple College Faculty Council of all awards.

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**Faculty Advancement Grant Application**

Submit the completed form to the Faculty Advancement Committee Chair. Attach a completed Temple College Travel Request form (if proposal requires off campus travel) and any supporting documentation.

I. General information

Applicant's name: \_\_\_\_\_

Date: \_\_\_\_\_ Dept: \_\_\_\_\_

Email: \_\_\_\_\_ Extension: \_\_\_\_\_

Will this proposal/event be targeted toward:

Individual \_\_\_\_\_ Department \_\_\_\_\_ Joint department \_\_\_\_\_

Give a brief description of the proposal/event (name, date, content, etc.)

How will the individual, department, or college benefit from this project/event?

Are you applying for additional funding from any other source (department budget, travel funds, off campus resources, etc.)? If yes, explain.

Detailed budget (Attach supporting documentation)

A. **On-campus project/event** Requested amount

Speaker honorarium \_\_\_\_\_

Travel expenses \_\_\_\_\_

Supplies \_\_\_\_\_

Printing/graphics \_\_\_\_\_

Postage \_\_\_\_\_

Other (specify) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Complete total below)

B. **Off-campus project/event** Requested amount

(Attach a completed Temple College Travel Request form. Upon completion of the project/event, the Travel Reimbursement form must be completed and submitted to the Committee Chair within two days.)

Registration/tuition \_\_\_\_\_

Travel expenses \_\_\_\_\_

Supplies \_\_\_\_\_

Other (specify) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Complete total below)

TOTAL REQUESTED AMOUNT \_\_\_\_\_

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**COMMITTEE RECOMMENDATION:**

**AUTHORIZED AMOUNT** \_\_\_\_\_

\_\_\_\_\_  
**Faculty Advancement Committee Chair**

\_\_\_\_\_  
**Date**