



WTC FOUNDATION INSPIRE PROGRAM

The WTC Foundation Inspire Program provides a straightforward method for staff and faculty to directly request funds from the WTC Foundation for projects supporting education and cultural activities or campus improvements and development.

As an institutionally-related foundation, all projects must directly relate to Western Texas College and be administered by the College. Examples of eligible projects include, but are not limited to:

- technology enhancements with direct student benefit
- resources for creative teaching techniques
- launching innovative instructional programs
- initiatives to increase student achievement, success, and retention
- support for art, music, and cultural programs
- sponsorship of distinguished lecturers
- improvements to physical campus space

Eligibility: Any full-time Staff, Faculty, or Administrator of Western Texas College.

Amount: Up to \$5,000

Review Criteria:

- Who will this project affect and how will this benefit WTC students or employees?
- Is this project aligned with the vision for WTC?
- Evaluation – how will they evaluate the success of the project?
- Clarity and completeness of proposal
- Special consideration given to projects where additional sources of funding are available to help fund entire budget.

Due Date: October 14, 2022

Restrictions:

- Ownership of materials produced as a result of this award will be in accordance with current policies of Western Texas College.
- In addition to the final report, if applicable, applicant will provide Western Texas College Foundation with one complete copy of all materials produced.
- Applicant agrees to present project or report to Western Texas College Foundation Board, if requested.
- The expenditure of funds and request for reimbursement must be in the same fiscal year.
- **Approved funds must be used within same fiscal year as indicated in terms of award.**

Please return completed applications to the Western Texas College Foundation, Attn: Sheila Hale, in the Workforce Training Center, Building 15, Room 106.

Questions? Call Sheila Hale at Ext. 7943 or email sheila.hale@wtc.edu



Western Texas College Foundation INSPIRE Program

Completed applications must be received on or before the due date (October 14, 2022) to the WTC Foundation located in the Workforce Training Center (Building 15) OR via email to foundation@wtc.edu. Applicants are encouraged to submit all necessary documents as soon as possible to assure that a last minute delay will not preclude consideration for a program award.

1. APPLICANT INFORMATION

FIRST NAME: _____ LAST NAME: _____

DEPARTMENT: _____ TITLE: _____

EMAIL ADDRESS: _____ PHONE: _____

2. PROJECT

Project Name: _____

Fund Amount Requested: \$ _____

Amount of funding from other sources for project: \$ _____

Have you applied for funding before from the Western Texas College Foundation? YES NO

If yes, for what project and how much did you receive? _____

Project Abstract (In the space below, please provide a one to two sentence description of project):

3. PROJECT PROPOSAL

Please prepare a project proposal (no longer than 2 -3 pages) that includes the items listed below. Additional pages may be included to provide supporting documentation if needed.

A. Description

- a. Provide a detailed description of the proposed activity or program
- b. Outline how completion of the proposed activity will benefit students, the department, division or the institution. Is there a community benefit?

- c. Detail the implementation plan.
- d. Explain how the activity or program will be evaluated.
- e. If applicable, list the equipment and materials needed to complete the project.
- f. If the amount requested does not fully fund the project, what other sources of funding are available?

B. Expenses

- a. Outline all *proposed* expenses. Be specific. The Western Texas College’s policy on reimbursable expenses applies to all actual expenditures, e.g. travel, supplies, etc.
- b. Please inform the Western Texas College Foundation of any other sources of funding available for this proposal.
- c. If awarded, you will need to provide copies of all receipts for approved expenditures.

I understand and agree to the following provisions:

- 1. Ownership of materials produced as a result of this award will be in accordance with current policies of Western Texas College.
- 2. In addition to the final report, if applicable, I will provide Western Texas College Foundation with one complete copy of all materials produced.
- 3. I agree to present my project or report to the Western Texas College Foundation Board, if requested.
- 4. The expenditure of funds and request for reimbursement must be in the same fiscal year.
- 5. **Approved funds must be used within same fiscal year as designated by terms of award.**

CERTIFICATION

Applicant Signature:

My signature below certifies that the information provided in this application is accurate and complete to the best of my knowledge. I authorize Western Texas College Foundation to release any information contained in this application to WTC departments.

Signature: _____

Date: _____

Supervisor Signature:

Signature: _____

Date: _____

Administrator Signature:

Signature: _____

Date: _____