

**Continuation Grant Application Form**

Please note:

* Projects that have been underway for at least one year are eligible for continuation grants.
* Project leads requesting continuation funds will need to submit this form in accordance with the regular review schedule. See <https://acsouth.edu/grants> for upcoming dates and deadlines.
* A currently funded project (for which a continuation is being requested) must submit a final report (i.e., a continuation request does not exempt the project from final reporting requirements).
* Pre-proposals for continuation projects are not required. The continuation grant application is considered to be a “final proposal.”

Contents:

1. Narrative
   1. Rationale

a. Goals of a continuation grant

b. Prior assessment outcomes

* 1. Activities, assessment, and budget
     + 1. Activities and timetable
       2. Assessment plan
       3. Budget narrative

1. Appendices
   1. Bibliography/reference list (if applicable; no more than three pages)
   2. Letters of acknowledgement
   3. Disclosure statement
   4. Budget narrative (with separate Excel spreadsheet)

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| **Submission instructions** | |
| **Files** | **Format** |
| Completed Final Proposal Application to include:   * Narrative (section I) * Appendices (section II) | * MS Word * PDF |
| **Attach all files to a *single* email and send to grants@acsouth.edu.** | |

**Additional information can be found by visiting *our* grants webpage at https://www.acsouth.edu/grants**

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| **Date:**  **Title of continuation project:** |
| **Updated** **abstract** (250 words maximum, single spaced): |

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| --- | --- | --- | --- | --- |
| **PROJECT PARTICIPANTS**  **(Please add rows if necessary.)**  **\* Only those campuses whose Senior Executive Officers sign off below should be listed here! \*** | | | | |
| **Name** | **Title/s** | **Dept. or office** | **Office phone** | **Campus e-mail** |
| 1. Primary project lead: |  |  |  |  |
|  |  |  |  |  |

**I. Narrative**

**Limit the narrative section to four pages. Format using single spacing, Times New Roman, font size 11 pt. or larger, and at least 1” margins. Please use the headings below.**

**1. Rationale**

* 1. Goals of a continuation grant: Elaborate on the goals for a continuation grant relative to/as outgrowths of progress made in the first year of your project.
  2. Prior assessment outcomes: Explain the assessment results from the first year that support your request for a continuation grant. While final assessment results may not be available by the submission deadline for this form, we nonetheless require sufficient evidence that demonstrates project success and justifies continued funding.

**2. Activities, Assessment Plan, and Budget**

a. Activities and timetable: Outline the major activities for which you seek funding, the details associated with carrying them out, and the time periods for each (i.e., who will be doing what and when).

b. Assessment plan: For each goal identified in 1a, describe the methods/instruments you will use to evaluate project success.

* 1. Budget narrative

Provide a description of each cost indicated in your budget. We are looking for alignment between your project goals and funding requests. Please review our website (<https://www.acsouth.edu/grants>) carefully and take note of our budget maximums:

* Innovative instruction: $25,000
* Collaborative curriculum: $50,000
* Diversity and inclusion: $50,000

**II. Appendices**

1. A bibliography/reference list (if applicable; no more than three pages)
2. Letter(s) of acknowledgement from the institutional grant officer of each participating institution.
3. A disclosure statement: In a separate document, the project lead or relevant campus official should describe any other financial support for the project from participating campuses and/or external sources that will coincide with the timetable of the proposal (or indicate “not applicable” in your statement).
4. An itemized budget using the ACS proposed budget report template found here: <https://www.acsouth.edu/grants>. Note that you will need to submit actual expenditures for expenses upon completion of the grant cycle.