

Innovation Fund Proposal Guidelines

Before submitting your proposal, please carefully review the evaluation rubric. Proposals will be evaluated based on the criteria outlined below.

Evaluation Criteria

Successful proposals should demonstrate the following:

- **Innovative and Strategic:** Introduces a new approach, solution, program, service, or opportunity. Supports one or more of the college's objectives of the AWC Strategic Plan 2028 or Vision 2026 Initiatives.
- **Student Centered:** Demonstrates a measurable and sustainable positive impact on students' success, engagement, well-being, or learning outcomes.
- **Viability/Feasibility:** Can be realistically implemented within the available resources, timeline, and institutional environment.
- **Collaborative:** Demonstrates collaboration across departments, programs, disciplines and /or external partners.
- **Elevator Pitch:** Engaging, concise, persuasive, memorable. Communicates the project's value and impact.

Proposal Requirements

Student Proposals

Students submitting a proposal must identify a faculty or staff sponsor who has agreed to support the project, manage the budget, and assist with project implementation.

Space Requirements

If your project requires the use of campus space, the proposed location must be identified in the application.

Note: Funding approval is contingent upon formal approval of the proposed space.

Technology Requirements

Projects requiring technology support, software, hardware, network access, system integration, or other technical resources must receive approval from Information Technology (IT) prior to submission.

Proposals that require IT support and do not include documented IT approval will not be considered.

Facilities Requirements

Projects requiring Facilities support must be reviewed by Facilities prior to submission to assess feasibility and identify any operational considerations.

Examples include:

- Renovations
- Equipment installation
- Furniture installation
- Construction or infrastructure modifications
- Space reconfiguration

Projects involving furniture purchases must also be reviewed by Facilities to obtain accurate pricing and ensure compliance with campus standards.

Budget and Quotes

All budget requests must be supported by vendor quotes, estimates, or pricing documentation submitted with the proposal.

Vendors must be able to:

- Provide formal invoices.
- Accept payment through the college's Purchase Order (PO) process or another approved electronic payment method.

Incomplete budget documentation may impact proposal consideration.

Disqualifying Elements

Proposals that include stipends/employee compensation, travel, routine renovations, and projects duplicating existing departmental responsibilities will not be considered.

Proposals that obligate the college to future expenses will not be considered.

Proposal Video

All applicants are required to submit a proposal video as part of the application package.

- Videos must be created by the applicant(s) and uploaded as an **Unlisted YouTube video**. Instructions can be found here: [How to Make a YouTube Video Unlisted \(Step-by-Step Guide\)](#). **Please choose the 'include captions' selection** when uploading your proposal video.
- College video production staff are not available to assist with proposal video creation.

Project Reporting Requirements

Projects selected for funding will be required to provide progress updates, including photographs and other supporting documentation, according to the following schedule:

- **3 to 6 months:** Progress update and supporting documentation.
- **9 months:** Progress report and photos for Town Hall recognition and promotion of funded projects.

Project Completion Deadline

All funded projects will gain access to budgeted funds by late January of the award year and all funded projects must be fully completed by **December 31 of the award year**.

Funding Decisions

\$86,000 is the total amount to be awarded for projects this year.

Innovation Fund awards are intended to support one-time projects. Proposals **cannot** create ongoing expenses, recurring costs, or future financial obligations that require the college to provide additional funding beyond the approved award amount or project timeline.

Submission of a proposal does not guarantee funding. Proposals will be evaluated competitively based on the published rubric, project feasibility, budget justification, strategic alignment, and overall impact.

The Innovation Fund Committee reserves the right to approve funding at an amount different from the amount requested in the proposal.