PROPOSAL GUIDELINES

The R.W. Kern Center is seeking proposals for faculty course development and augmentation grants. Kern Center grants fund courses with themes or content relating to an aspect of the Kern Center’s systems, mission, and/or to the Living Building Challenge. Please read the full description and requirements below to learn more.

We encourage applications from all disciplines (social sciences, natural sciences, arts, etc.). If you are unsure if your course idea qualifies or have questions about the grant requirements or proposal process, please contact Sara Draper at sdraper@hampshire.edu, x4959.

About the Kern Center

The R.W. Kern Center is the 17th certified Living Building, an embodiment of Hampshire’s sustainability and educational values in practice. The Kern Center contributes to a more sustainable, equitable, and ecologically restorative world by modeling positive transformation of the built environment. Through research, education, innovation, and operation, we share this mission with our campus community, building and design professions, and the general public.

Who can apply?
- Any Hampshire College faculty on a long-term (at least three years) contract can apply.
- Individual or groups of faculty can apply.
- Faculty who have received Kern funding for past courses may apply, as long as it is for a new or augmented course. Preference may be given to faculty who have not previously received funding.

What courses can be funded?
- The course must engage an aspect of the Kern Center or Living Building Challenge (LBC). For example:
  - Using the Kern Center building systems or data as a primary case study for the course topic
  - Critical analysis of LBC values, process, or outcomes
  - Developing new resources or methods of engaging others about the R.W. Kern Center/LBC
  - If you can make the case for your course to be funded by the R.W. Kern Center, apply!
- Course must not have been funded previously by the Kern Center, or (in the case of course augmentation), the proposal must include significant changes from a previously funded course.
- Course must be a new or expanded offering for Spring 2019 or later; the R.W. Kern Center cannot fund courses retroactively.

What are the funding restrictions/requirements?
- Grant requests may not exceed $1,500 for new courses or $750 for course augmentation.
- Awardees must submit documentation of the course as a condition of funding. This may include course descriptions and progress updates for the R.W. Kern Center website, presentations of final coursework, and/or social media content.
Grant Proposal Contents:

1. **Cover Page**: Complete and attach as the first page of your proposal; bind all items as one PDF for submission.

2. **Course Description**: Include the following information (2 pages max, single spaced, 11-pt font):
   a. **Introduction**: Briefly describe your proposed course. Clearly state the ways the course engages the Kern Center’s mission and contributes to your student learning and growth.
   b. **Content**: Describe the intellectual focus of the course, and at what level it will be taught (100, 200, 300)
   c. **Relation to the R.W. Kern Center**: How will the course engage with the R.W. Kern Center’s mission, systems, sustainable design, and/or the LBC?
   d. **Methodology**: How will the course be taught? What frameworks, skills, theories, and/or literatures will be introduced?
   e. **Deliverables**: How will you share course progress and outcomes with the wider community? This may include blog posts, social media posts, videos, or other public-facing content.
   f. **Faculty Experience**: What background, disciplinary focus, and objective will each faculty member will bring to the course?
   g. **Additional Participants**: Provide Information on any guest speakers/lecturers who will be invited to participate; indicate if they already have been invited/have agreed to participate.
   h. **Timeline**: Provide an outline of preparatory work that must be done, and a timetable for the course.

3. **Budget with Justification**: List each item, supplier, cost, and its purpose in your project. Allowable budget items include:
   - A stipend of up to $1,000 per course for new course development*
   - A stipend of up to $500 per faculty member for course augmentation*
   - Expenses for guest speakers from outside the College (honoraria and travel costs)
   - Course materials
   - Student assistance (TAs or research assistants)
   - Field trip costs

*If more than one faculty member is involved, the stipend must be split.

If you are applying for funding from other sources for other course expenses, include a complete budget listing these expenses and all other funding sources to which you have applied.

**Proposal Timeline**

Grant proposals will be accepted on a rolling basis. Grants for spring courses must be submitted before Spring Break; fall course grants should be submitted by Indigenous People’s Day each year.
PROPOSAL SUMMARY

Faculty Name(s): ________________________________   Email(s): ________________________________

Course Title: ____________________________________________

Course Level: _____________________________   Semester(s) offered: _____________________________

Course Synopsis: Provide a 2-3 sentence description of your course and how it relates to the Kern Center.

Are you applying for funding for this course from any other funding sources?  ☐ Yes  ☐ No

Amount Requested from Kern Center: $_____________   Total Funds Needed for course: $_____________