



Faculty Course Development Grant Application Guidelines

The [R.W. Kern Center](#) (RWKC) is seeking proposals for faculty course development and augmentation grants. RWKC grants fund courses with themes or content relating to an aspect of the RWKC'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, humanities, arts, etc.). If you are unsure if your course idea qualifies or have questions about the grant requirements or proposal process, please contact Claire Shillington at cshillington@hampshire.edu.

Applications are accepted on a rolling basis; however, the Summer 2020 priority application deadline is Friday, June 26, 2020.

About the R.W. 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 RWKC 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 year) contract can apply.
- Individual or groups of faculty can apply.
- Faculty who have received RWKC 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?

- Courses must engage an aspect of the RWKC or Living Building Challenge (LBC). For example:
 - Using the RWKC 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 RWKC/LBC
 - **If you can make the case for your course to be funded by the RWKC, apply!**
- Courses must not have been funded previously by the RWKC, or (in the case of course augmentation), the proposal must include significant changes from a previously funded course.
- Courses must be a new or expanded offering for Fall 2020 or later; the RWKC cannot fund courses retroactively.

What are the funding restrictions/requirements?

- Grant requests may not exceed **\$1,500 for new courses or \$750 for course augmentations**.
- Awardees must submit documentation of the course as a condition of funding. This may include course descriptions and progress updates for the RWKC website, presentations of final coursework, and/or social media content.



Application Contents

1. **Application Form:** Complete and attach the Application Form as the first page of your proposal; compile all items as one PDF for submission. Completed applications should be emailed to cshillington@hampshire.edu.
2. **Course Description:** Include the following information (2 pages max, single spaced, 11-pt font):
 - a. **Introduction:** Briefly describe your course. Clearly state the ways the course engages the RWKC's mission and contributes to your students' 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 RWKC'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 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. 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-related expenses, include a complete budget listing these expenses and all other funding sources to which you have applied.

Proposal Submission Timeline

Applications are accepted on a rolling basis; however, the Summer 2020 priority application deadline is Friday, June 26, 2020.



Application Form

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 R.W. Kern Center.

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

Amount Requested from RWKC: \$ _____

Total Funds Needed for Project: \$ _____