2025-2026 BETHEL ALUMNI ASSOCIATION
FACULTY GRANT INFORMATION
CAS, CAPS, Seminary, and GS Faculty

GRANT GUIDELINES

1. Grant applications are accepted from full-time faculty members for the 2025-2026 academic year. Only faculty members who plan to continue teaching through the 2026-2027 school year are eligible.
2. Grant applications are for projects and activities planned for the 2025-2026 academic year. Please note that funding for award grants will be available starting June 1, 2025 and close on May 31, 2026.
3. Awarded grants have to be used in the 2025-2026 fiscal year. All funds are distributed by reimbursement. Supporting documents are required. All requests for reimbursement must be submitted no later than May 15, 2026. In addition, in keeping with Business Office policy, **requests must be submitted within 60 days of the expenditure**.
4. Each faculty member may submit a single project grant application per year—either individually or as part of a collaborative effort.
5. Funds may not be used for salary or stipends for Bethel faculty, students, or other employees. In addition, funds may not be used for terminal degrees. See below for eligible request categories.
6. If submitting a grant request for course development, be aware that the decision to offer the course rests with your academic department and the Office of Academic Affairs.
7. All grant applications must be submitted electronically on the official Alumni Faculty Grant Application form in a Microsoft Word document, and should be **no longer than two pages**. Please email applications to Jodie Bunish, CAS Office of Academic Affairs, (cas-academic-affairs@bethel.edu). **Applications are due by 5:00 p.m. on Friday, January 31, 2025.** No late applications will be accepted. If your application is not acknowledged within 48 hours, please contact Jodie Bunish to confirm receipt.
8. Applicants may request up to $3,000. The Professional Development and Retreat Planning Committee may award partial funding of projects and reserves the right to do so. Multi-year project commitments cannot be granted.
9. At the conclusion of the project, **grant awardees are required to submit a written report** to cas-academic-affairs@bethel.edu detailing what was accomplished and how funds were used.

ELIGIBLE REQUEST CATEGORIES

- Curriculum writing or development (which can include funding for related research, writing, and travel) with approval of department chair or program director
  * note: funding for off-campus interim course development should be sought first from the Office of Off-Campus Programs
- Attendance at educational meetings or workshops
- Program improvements
- Laboratory or other course or research equipment

<u>EVALUATION AND SELECTION CRITERIA</u>

All eligible applications will be considered for funding and evaluated on the following criteria, ranked top to bottom in order of priority:

- Positive student impact
- Recognition/visibility to Bethel
- Fit with Bethel's mission
- Cost effectiveness/practicality
- Benefit to total department curriculum
- Benefit to discipline, department or division
- Professional benefit to faculty member.

Applicants will be notified of the grant decisions on or before February 28, 2025.

<u>APPLICATION REQUIREMENTS</u>

Please complete and submit the Alumni Faculty Grant application form, and include all the required information. That form can be found on the Academic Affairs webpage: https://www.bethel.edu/undergrad/academic-affairs/faculty/forms.