

## Innovation Fund Request Process

The College is introducing new steps to apply for resources from the Innovation Fund and for encouraging new ideas from the college community. In particular, this revised process is intended to create new ways to generate revenue.

Innovation funds will be released annually.

**Step 1:** Fill out and submit an [Innovation Application](#). Applicants are encouraged to work on the application with a sponsor, for instance, the dean or executive director of an area related to the project. Upon submission, your application will go directly to the Innovation Group.

**Step 2:** Within three weeks of submission, the applicant will receive an initial email from the Innovation Group that provides:

- An indication if the proposal described in the application exceeds Innovation Fund resources or is of such scope and complexity that it must be forwarded to another area of the college.
- An indication of if/when this project can proceed.
- A timeline for an Innovation Group response based on the scope and urgency of the application

**Step 3:** The Innovation Group will review the application, and consult with the applicant on the strengths and potential gaps in the application, using the linked [rubric](#) to provide that feedback. Part of this consultation will include development, with the applicant, of a plan for reviewing the application with stakeholders before it moves forward for more public review.

**Step 4:** The applicant will review the proposal with stakeholders, i.e., those who would be impacted or would need to be involved in the implementation of the proposal described in the application.

**Step 5:** After review of the revised application, the Innovation Group will arrange for an agenda item at College Council. At that time, applicants will present their applications. Applications will be provided for community review ahead of the meeting.

- Applicants will provide a three (3) minute overview and respond to questions.
- Applicants should focus on the following questions from the application: the problem, need or gap addressed, the project benefit, and how the proposal in the application supports Diversity, Equity and Inclusion Strategic Priorities.

**Step 6:** A brief survey will be included as a link on the College Council agenda, whereby participants can share feedback. At the least, this open-ended question will be included: "Do you have any concerns about any of the Innovation Fund applications you would like to share?"

**Step 7:** The Executive Team reviews and considers the final proposal, notifies the applicant of its approval or rejection, and forwards on to the Board of Education if necessary.

**Step 8:** Projects approved and identified for funding will be awarded and receive funding.