



**Grant
Administration
Office**

**Annual
Report
2009-2010**

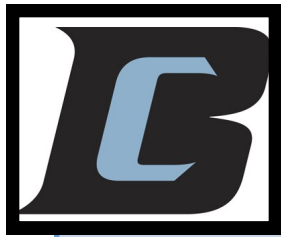
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October 1, 2010

As I prepared this report, I couldn't help but pause a moment to reflect on how far the grant office has come in five short years. In many ways it doesn't seem possible that so much time has passed since I was hired to develop and implement a grant development and administration program for Brazosport College.

The first years were incredibly challenging. Few of our colleagues understood the important role that a professional grant office could provide. We soon realized that it would take time to build relationships, develop policies and procedures, train staff and faculty, and encourage others to hope and dream of the endless possibilities that grant opportunities could offer.

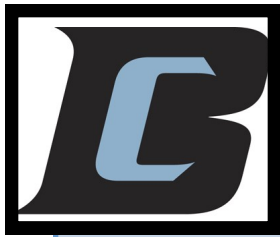
The grant office set about creating the structure that would support the achievement of its goals. Over these years, with the invaluable assistance of Fred Scott and Dr. John Ray, the grant office built relationships with key program directors. We created and received approval of grant policies and procedures. We began offering grant-related workshops to help our colleagues better understand grant processes and the key role that staff and faculty play in the acquisition of grant contracts. We developed a marketing plan that included Gator Grant competitions to encourage their participation. We encouraged them to dream big – because as I assured them many times, “Ask and ye might receive. Don't ask and ye will receive nothing.” And perhaps more importantly, we recognized individual contributions and the importance of their involvement.

Now as I begin my sixth year at the college, I feel that the grant office has become the success that the administration and board dreamt of when they approved its creation. For during the past academic year, the grant office facilitated the acquisition of more than \$5 million in new grant contracts (in addition to the retention of ongoing contracts and formula grant awards). Working together, we have turned dreams into reality.

In a very competitive market, I am extremely proud to report that we currently have not one but three U.S. Department of Labor Community-Based Job Training grant contracts. What makes these awards even more important to me is the fact that two of them are the result of collaborative relationships with sister colleges in the Texas Gulf Coast area. These funds support our nuclear training program, instrumentation and electrical training programs for new and incumbent workers, and simulation training and scholarships for our allied health and nursing students.

External collaborations have facilitated much of our grant success. As a small community college, building partnerships is critical to our ability to compete nationally against state-wide community college systems and four year universities – and we have learned our lessons well. Brazosport College now has contractual grant-funded partnerships with Lee College, San Jacinto College, Wharton County Junior College, College of the Mainland, Texas State Technical College-Waco, Sam Houston University, Stephen F. Austin University, and Texas A&M.

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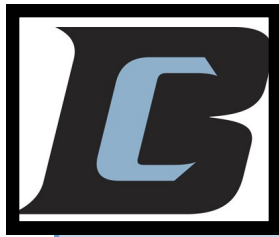


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Furthermore, we have found success within the State of Texas. We have multiple and substantial awards from the Texas Workforce Commission's Skills Development Fund program – all benefiting our local and regional industry partners and their workers. Additionally, Brazosport College is the only postsecondary institution to be awarded two State of Texas JET grant contracts (one for welding simulation equipment and the other for scholarships in high demand fields).

Five years ago, I came to Lake Jackson from Indianapolis without a full understanding of what lay ahead of me. And while there have been some disappointments, the victories have certainly made the adventure well worth taking. With that said, it is with great pride that I submit the following Academic Year 2009/10 grant report for your review and consideration.

*Sincerely,
Rebecca Vermillion Shawver, MPA
Director of Grant Administration*



Accomplishments & Highlights

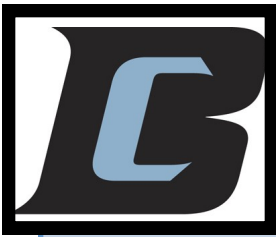
GATOR GRANTS

Having just completed its fourth year, the Mini-Gator Grant initiative continues to provide a strong incentive for faculty and staff to learn more about grant processes.

For AY 2009/10, the Grant Administration Office was allocated a maximum of \$10,000 to be awarded by through the Gator Grant Selection Committee for projects that have a significant impact upon the day-to-day services and activities of individual faculty and/or staff. These funds were contributed in part by both the Brazosport College Foundation and through the annual budget process. To compete in the competitions, all applicants must have completed the Grant Writing #101 workshop given by the Grant Administration Office.

The Grant Administration Office is pleased to report that the selection committee awarded the following Gator Grants this past year:

- **Kay Brooks, ABE/GED Program Coordinator** - Her project, entitled "Improving Performance of ABE Students" received funds to support the purchase of fifty-eight copies of *Achieving TABE Success*. These books are being used to provide adult basic education students with targeted, level appropriate instruction in reading, mathematics, and language in preparation for the ABE exam. The grant award was for \$900.
- **Teresa LeBlanc, Criminal Justice** - The "Professional Police Driving Enabler" project was awarded \$1,000 to purchase orange cones to be used in hands-on training of law enforcement academy cadets.
- **Dr. Calin Agut, Professor** - The "Peer leader Support for Online/Hybrid Stats" project seeks to increase the quality and consistency of the hybrid/online course of Statistics through the hiring of a Peer Leader to serve as an assistant to the teacher. A total of \$531 was awarded to cover hourly fees of the Peer Leader.
- **Lisa Outterson, EL Civic Program Coordinator** - The "Increasing Student Interest in EL-Civics" project was awarded \$1,000 for the purchase an ELMO Teacher's Tool Document & Eiki projection system for the Angleton-Westside satellite campus of the College's EL/Civics Program.
- **Cathie Hanson, Director of Community Education** - The Freeport Continuing Education Center has been without any vending machines since the food service contractor deemed that it was unprofitable to provide these services in their building. This left CE students without a viable option to purchase snacks or drinks throughout their evening classes. The addition of vending machines will enhance the friendliness of the center. A total of \$740 was awarded in support of the purchase of a snack vending machine for the Freeport Community Education Center.
- **Sharon Legion, Freeport Continuing Education Center** - The "Beverage Vending Machine" project received \$900 in grant funds to support the purchase of the complementary beverage machine.
- **Vorin Dornan, Director of The Clarion** - With new rules and regulations in place, The Clarion has been required comply through the purchase of new microphones. However, with budgetary constraints, there were inadequate funds to purchase a full set of replacement microphones. The "Wireless Microphone System" project provided \$1,000 for the purchase of two additional microphones.
- **Chris Mezzino, Instructor** - The Brazosport College Police Academy lacked several training items (such as police handcuffs, batons, etc.). The "Purchasing New Training Equipment" project provided \$1,000 for the purchase of these items.



Accomplishments & Highlights

GRANT NEWSLETTER

The GRANT NEWS is posted to the College's shared network drive approximately twice monthly. Grant-related articles and information are presented in an easy to read format that is readily accessible to faculty, staff and administrators interested in pursuing grant funding opportunities. The newsletter contains nine sections that feature information relevant to those considering and/or pursuing grant funds for current and future college programs. These include the following headings: Federal Grant Programs, Other Grant Opportunities, Proposal Development, Grant Award News, Professional Development Opportunities, Congratulations, Education News -The Short & Simple, Education News, and Education Reports.

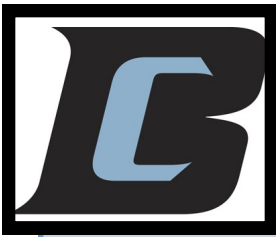
During the 2009/2010 fiscal year, the GRANT NEWS highlighted and provided information pertaining to:

- 92 federal funding opportunities
- 65 state, local, private, and/or corporate grant program opportunities
- 47 summarizations of relevant research reports

DEPARTMENT WEBSITE

The Grant Administration Office offers Internet accessible information through the College's website. The department webpage includes information pertaining to the following:

- The range of services available through the Grant Office
- More than thirty-five links to Information regarding grant development resources (government and non-government)
- Links to numerous sample grants
- Brazosport College grant development and approval forms
- Gator Grant program description and relevant forms
- Staff profiles
- Annual report



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WORKSHOPS

The following workshops and presentations were provided by the Grant Office through the Employee Development Center/EDC:

Convocation Workshops

- **August 2010:** "So You Wanna Write A Grant" - Douglas Jones, Karen Dorien, Tanya Klinegardner, Kimberly Robbins, Karen Rowland, Karen Dorien
- **August 2010:** "Measuring Success" - Tanya Klinegardner, Kimberly Robbins, Karen Rowland, Karen Dorien,
- **August 2010:** "Intro to Grant Writing 101" - Kelley O'Neal, Christine Webster, Cecilia Kuklies, Paula Gentner, Molly Brauhn

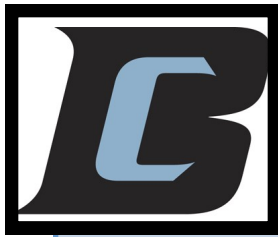
Grant Writing 101

- **Summer 2010:** Sharon L. Leigon, Lisa Outterson, Chris Mezzino
- **Fall 2010:** Douglas Jones, Karen Dorien, Tanya Klinegardner, David Hendrix, Christine Webster, Cecilia Kuklies, Paula Gentner, Karen Rowland

COLLEGE-WIDE IMPACT OF IN-HOUSE TRAINING OPPORTUNITIES

At this time, faculty and/or staff members from the following departments have received grant training:

- Library
- Foundation/Grant Offices
- Faculty
- BAT/Applied Technology
- Science
- Safety, Health and Environmental Management / SHEM
- Office Skills
- English
- Music
- Construction Trades
- History
- Economics
- The Clarion
- Institutional Research
- Information Technology
- Childcare Center
- Student Services
- CBIT
- Community Education
- Counseling & Testing
- Health Professions
- Public Information Services
- Transitional Education
- Law Enforcement Training
- Business Office



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OTHER STAFF ACCOMPLISHMENTS & ACTIVITIES

ALICIA HODGE, BBA - Administrative Office Specialist

Professional Development Activities

- Grant Writers' Network of Houston, "Houston Endowment's New Online Application Process" in October 2010
- Grant Writers' Network of Houston, "We Have A Need" in August 2010
- Grant Writers' Network of Houston, Summer 2010 Workshop in July 2010

Employee Development Courses

- Microsoft Office SharePoint 2010 Summer Sessions in July 2010
- Astra Event Scheduling Training in September 2010

REBECCA VERMILLION SHAWVER, MPA - Director of Grant Administration

National Conferences

- Attended National CRD Conference in Washington, DC in Nov 2009
- Council for Resource Development Summer Fund Development Symposium in July 2010
- Council for Opportunity in Education Trio Talent Search & EOC workshop in Chicago, IL in August 2010

Workshop Presentations

- National CRD Conference, Washington, DC – 2009 / *Effective Evaluation Plans Start with a Program Logic Chart*
- National CRD Conference, Washington, DC – 2009 / *Successful Collaborations Begin with a Plan*

Publications

Editor - *Grants and Foundation Review* by CharityChannel

Article Publications - Continued serving as a contributing author to Charity Channel's online newsletter *Grants and Foundation Review* (www.charitychannel.com):

- "Have you ever dreamed of being a published author?" – Sep 2010
- "Before you return funds or terminate a grant contract, there are several issues to consider" – Sep 2010
- "What are we really saying?" – Sep 2010
- "Ten ways I de-stress my work life" – Aug 2010
- "Letters of interest lead to new funding opportunities" – July 2010
- "Collaborations: Myths or Predictions?" – June 2010
- "I think it's time to take an OJP program officer to lunch" – Mar 2010
- "Beatitudes for friends of grant writers" – Feb 2010
- "Projections should be based on facts" – Jan 2010
- "Positive Thinking – A grant writer's most valuable asset" – May 2010
- "If you nearly missed your last grant deadline, you need to read this!" – Nov 2009
- "A grant contract isn't a suggestion!" – Oct 2009



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TABLE OF GRANT AWARDS—FUNDED & EXPIRED

BC Grant #	Type	Status	FY	Funder	Program Name	Status	Amt Req'd	Amt Rec'd	Prog. Start	Prog. End
Gator Grants-09/10	Internal	Expired	2009/2010	Brazosport College	Mini-Gator Grant Program - Professional Police Driver Enabler	Funded	\$1,000.00	\$1,000	11/04/09	11/09/09
Brz Cty-WBC-09/10	Other	Expired	2009/2010	Community Foundation of Brazoria County	Women Building Community - Child-care Subsidies	Funded	\$2,500	\$2,500	06/01/09	05/31/10
GTF-ACE-09/10	Other	Expired	2009/2010	Greater Texas Foundation	ACE Scholarship Program	Funded	\$25,000	\$25,000	09/01/09	06/01/10
Houston-Dream-09/10	Other	Expired	2009/2010	Houston Endowment	Achieving the Dream	Funded	-	\$102,000	04/15/09	04/15/10
HGAC-Nur Sim-09/10	State	Expired	2009/2010	Houston-Galveston Area Council	Gulf Coast Region Clinical Nursing Simulation Training	Funded	-	\$4,000	09/15/09	08/31/10
TX-JET-09/10	State	Expired	2009/2010	State of Texas	Jobs for Educ. For Texans (JET) / State Allocation	Funded	-	\$26,935	09/01/09	08/31/10
TCA-Arts-09/10	State	Expired	2009/2010	Texas Commission on the Arts	Arts Create - Operating Support Funds	Funded	-	\$10,500	09/01/09	08/31/10
TEA-EL Civics-09/10	State	Expired	2009/2010	Texas Education Agency	EL-Civics	Funded	\$102,000	\$102,000	07/01/09	06/30/10
TEA-ABE-09/10	Federal	Expired	2009/2010	Texas Education Agency	Adult Basic Education (ABE)	Funded	\$63,541	\$70,810	09/01/09	08/31/10
TEA-ABE-09/10	State	Expired	2009/2010	Texas Education Agency	Adult Basic Education (ABE)	Funded	\$18,333	\$18,333	09/01/09	08/31/10
TEA-TANF-09/10	Federal	Expired	2009/2010	Texas Education Agency	Temporary Assistance for Needy Families (TANF) / GED	Funded	\$15,721	\$15,271	09/01/09	08/31/10
THECB-Nur. 70-09/10	State	Expired	2009/2010	Texas Higher Education Coordinating Board	Nurse Shortage Reduction Under 70 Program	Funded	-	\$183,580	09/01/09	08/31/10
THECB-Perkins-09/10	State	Expired	2009/2010	Texas Higher Education Coordinating Board	Carl D. Perkins Grant Program - Basic Reserve	Funded	\$3,864	\$3,864	09/01/09	08/31/10
SUB-TOTAL DOLLAR VALUE									\$565,793	



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TABLE OF GRANT AWARDS—FUNDED & EXPIRED (continued)

BC Grant #	Type	Status	FY	Funder	Program Name	Status	Amt Req'd	Amt Rec'd	Prog. Start	Prog. End
THECB-Perkins-09/10	State	Expired	2009/2010	Texas Higher Education Coordinating Board	Carl D. Perkins Grant Program - Basic Grant	Funded	\$53,946	\$59,028	09/01/09	08/31/10
THECB-Perkins Lone-09/10	State	Expired	2009/2010	Texas Higher Education Coordinating Board	Carl D. Perkins Grant Program - Lone Star College	Funded	-	\$1,200	09/01/09	06/31/10
THECB-ARRA-10/11	State	Expired	2010/2011	Texas Higher Education Coordinating Board	Computer Purchase - State Fiscal Stabilization Fund-Government Services	Funded	\$83,300	\$83,325	10/01/09	08/31/10
TWC-TAMU/NPI-09/10	State	Expired	2009/2010	Texas Workforce Commission	Tx Nuclear Workforce Dev Initiative with TEES, TAMU & NPI	Funded	-	\$85,000	04/08/09	08/31/10
NRC-TEXANS-09/10	Federal	Expired	2009/2010	U.S. Nuclear Regulatory Commission	Trade School and Community College Scholarship Grant - TEXANS	Funded	\$127,500	\$102,000	07/17/09	07/16/10
TOTAL DOLLAR VALUE									\$896,346	



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TABLE OF GRANT AWARDS—SUBMITTED & NOT FUNDED

BC Grant #	Type	Status	FY	Funder	Program Name	Status	Amt Req'd	Amt Rec'd	Prog. Start	Prog. End
Chamber-NY Voices-09/10	Other	Rejected	2009/2010	Chamber Music America	New York Voices	Rejected	\$7,500	-	-	-
Dow-Community -10/11	Other	Rejected	2010/2011	Dow Foundation	Dow Community Grants - Upgrade & Online GED Project	Rejected	\$19,500	-	-	-
NSF-ATE-09/10	Federal	Rejected	2009/2010	National Science Foundation	Advanced Technological Education (ATE) - FACE IT	Rejected	\$899,987	-	-	-
NSF-SSTEM-09/10	Federal	Rejected	2009/2010	National Science Foundation	S-STEM Scholarships - ASK Scholarship Program	Rejected	\$599,995	-	-	-
DOL-ARRA Nur-09/10	Federal	Rejected	2009/2010	U.S. Department of Labor	ARRA High Growth - Alert Healthcare Professions Program	Rejected	\$4,701,597	-	-	-



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TABLE OF GRANT AWARDS—PENDING

BC Grant #	Type	Status	FY	Funder	Program Name	Status	Amount Req'd	Amount Rec'd	Prog. Start	Prog. End	
NSF-SSTEM-10/11	Federal	Pending	2010/2011	National Science Foundation	ASK Scholarship Program	Pending	\$424,445	-	-	-	
SBA-UH SBDC-10/11	State	Pending	2010/2011	University of Houston - U.S. Small Business Administration	Brazosport College SBDC	Pending	\$101,389	-	-	-	
NRC-Curr. Devo-10/11	Federal	Pending	2010/2011	U.S. Nuclear Regulatory Commission	Curricula Development - Software-App PETT Project	Pending	\$111,725	-	-	-	
DOE-Tit V WJCC-10/11	Federal	Pending	2010/2011	U.S. Department of Education	Title V - Hispanic-Serving Institutions / Collaborative Partnership with WJCC	Pending	\$1,800,000 BC share	-	-	-	
DOE-Tit V—BC 10/11	Federal	Pending	2010/2011	U.S. Department of Education	Title V—Hispanic-Serving Institutions / Indiv Prgm	Pending	\$3,250,000	-	-	-	
TOTAL DOLLAR VALUE PENDING								\$5,687,559			

TABLE OF GRANT AWARDS—CURRENT GRANT CONTRACTS

BC Grant #	Type	Status	FY	Funder	Program Name	Status	Amt Req'd	Amt Rec'd	Prog. Start	Prog. End	
Conoco-Proc. Tech - 09/10	Other	Current	2010/2011	Conoco Phillips	Process Technology Scholarship Program	Funded	\$10,000	\$10,000	-	-	
Houston-Dream-10/11	Other	Current	2010/2011	Houston Endowment	Achieving the Dream	Funded	-	\$91,000	04/15/10	06/30/11	
DOE-Cong. CE-10/11	Federal	Current	2010/2011	U.S. Department of Education	Congressionally Directed Grant - Curr. Development	Funded	\$380,000	\$380,000	07/01/10	06/30/11	
DOE-Cong. Nuc. -10/11	Federal	Current	2010/2011	U.S. Department of Education	Congressionally Directed Grant - Nuc. Petrochemical	Funded	\$200,000	\$200,000	-	-	
DOL-CBJT San-10/11	Federal	Current	2010/2011	U.S. Department of Labor	Community-Based Job Training - GCHC Partnership Project	Funded	\$960,773	\$960,773	07/01/10	06/30/13	
NRC-TexANS-10/11	Federal	Current	2010/2011	U.S. Nuclear Regulatory Commission	Trade School and Community College Scholarship Grant - TexANS	Funded		\$120,000	05/01/10	04/30/11	
SUB-TOTAL DOLLAR VALUE OF CURRENT CONTRACTS								\$ 1,761,773			



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TABLE OF GRANT AWARDS—CURRENT GRANT CONTRACTS (continued)

BC Grant #	Type	Status	FY	Funder	Program Name	Status	Amount Req'd	Amount Rec'd	Prog. Start	Prog. End
HGAC/ARRA-SJac-09/10	State	Current	2010/2011	San Jacinto College	Adult Dislocated Worker (ARRA) / DOL / TWC / HGAC	Funded	\$320,000 \$ 57,238	\$123,843 \$ 57,238	12/01/09	12/31/10
DOL/ARRA-SJac-09/10	Federal	Current	2010/2011	U.S. Department of Labor	Fast-Track / High Growth Training - ARRA with San Jacinto	Funded	\$4,722,918	\$1,299,501	03/01/10	02/28/13
HGAC/ARRA-WinW-09/10	State	Current	2009/2010	Houston-Galveston Area Council	Women in Welding (ARRA) / S&B	Funded	\$531,550	\$150,000	11/01/09	10/31/10
J. Dunn-Nursing-09/10	Other	Current	2009/2010	John Dunn Research Foundation	The Nurse Faculty Salary Initiative	Funded	\$32,476	\$34,301	-	-
TX-Launch-10/11	State	Current	2010/2011	State of Texas	ShiNE Scholarship Program - JET Launchpad Funds	Funded	\$170,950	\$170,950	04/27/10	04/26/12
TX-JET WLD42-10-11	State	Current	2010/2011	State of Texas	JET Program - WLDG42	Funded	\$215,760	\$215,760	04/15/10	04/15/11
TCA-Arts-10/11	State	Current	2010/2011	Texas Commission on the Arts	Arts Create - Operating Support Funds	Pending	-	\$10,500	09/01/10	08/31/11
TEA-El Civics-10/11	State	Current	2010/2011	Texas Education Agency	EL-Civics	Funded	-	\$102,000	07/01/10	06/30/11
THECB-Workstudy-09/10	State	Current	2009/2010	Texas Higher Education Coordinating Board	Work-Study Student Mentorship Program	Funded	\$114,000	\$60,000	09/01/09	08/31/11
THECB-Nur. 70-10/11	State	Current	2010/2011	Texas Higher Education Coordinating Board	Nurse Shortage Reduction Under 70 Program	Funded	-	\$62,341	09/01/10	08/31/11
THECB-Perkins-10/11	State	Current	2010/2011	Texas Higher Education Coordinating Board	Carl D. Perkins Grant Program - Basic Grant	Funded	\$59,692	\$59,692	09/01/10	08/31/11
THECB-Perkins Lone-10/11	State	Current	2010/2011	Texas Higher Education Coordinating Board	Carl D. Perkins Grant Program - Lone Star College	Funded	\$4,000	\$3,100	09/01/10	06/15/11
THECB/ARRA-TEES-10/11	Federal	Current	2010/2011	Texas Higher Education Coordinating Board	Nuclear Power Plant Software Simulation Proposal (ARRA)	Funded	-	\$100,000	02/15/10	07/31/11
TWC-SDF C4S-09/10	State	Current	2010/2011	Texas Workforce Commission	Skills Development Fund - Collaborating for Success	Funded	\$1,006,103	\$1,000,103	02/01/10	02/28/11
TWC-Summer Merit-10/11	State	Current	2010/2011	Texas Workforce Commission	Summer Merit Program - San Jacinto	Funded	\$13,400	\$13,400	05/01/10	08/31/10
TWC-Summer Merit-09/10	State	Current	2009/2010	Texas Workforce Commission	Summer Merit Program - CE Summer Camps	Funded	\$14,200	\$14,200	03/01/10	10/31/10
TOTAL DOLLAR VALUE OF CURRENT CONTRACTS								\$ 5,238,702		



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TABLE OF GRANTS AWARDED FOR COMING ACADEMIC YEAR

BC Grant #	Type	Status	FY	Funder	Program Name	Status	Amount Req'd	Amount Rec'd	Prog. Start	Prog. End
GTF	Other	Funded	2010/11	Greater Texas Foundation	ACE Scholarship Program	Funded	\$25,000	\$25,000	09/01/10	09/01/11
CDBG	Other	Funded	2010/11	Brazoria County Community Dev Block Grants	<i>Bridging Barriers for Career Success (CE)</i>	Funded	\$25,000	\$25,000	10/01/10	09/31/11
TOTAL DOLLAR VALUE OF FUTURE CONTRACTS								\$ 50,000		