



**Grant**

**Administration  
Office**

**Brazosport College**

**500 College Drive**

**Lake Jackson, Texas**

**Annual Report**

**2005/06**

October 1, 2006

*It has been an exciting year for the newly created Grant Administration Office; and, I am pleased to report that much has been accomplished. Since joining the Brazosport College team, I believe that a collaborative, team environment has been created that supports the creative and programmatic needs of our faculty, staff and administrators.*

*Through participation in workshops and one-on-one tutoring, faculty and staff have increased their understanding of grant procedures and processes. Their new skills will enable them to competitively seek new funds in support of college-wide and individual departmental projects from federal, state, local and foundation sources.*

*Additionally, the creation of the Brazosport College grant-related newsletter now provides Brazosport College personnel with a comprehensive array of information regarding new funding opportunities, training sessions, educational news, and summaries of the latest research findings. Published twice a month, the Grant News is a regular reminder to all of the dreams and possibilities that can be achieved with the support of new grant funds.*

*As you read this annual report, I am confident that you will be pleased as you review this past year's accomplishments. And while much remains to be done, a strong foundation for growth and expansion has been laid.*

*So please join me and Shari Jones, Administrative Specialist for the Grant Administration Office, in celebrating the conclusion of our first year of operation. We are proud of the department's accomplishments and look forward to the growth that the new year will bring.*

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

# Accomplishments & Highlights

## **POLICIES & PROCEDURES**

The Director of Grant Administration has begun the process of drafting the Brazosport College Grant Procedures Manual. It is anticipated that the document will be ready for submission to the Deans' Council in early 2007.

## **MARKETING PLAN**

At the request of President Valek, a marketing plan for the promotion of grant development was created by the Grant Administration Office. In conjunction with Serena Andrews, Director of the Brazosport College Foundation, the marketing plan details a variety of steps to be taken to facilitate more active involvement of College faculty and staff in the pursuit of both federal, state, local and private grant dollars.

## **MINI-GATOR GRANTS**

As a part of Grant Office's marketing plan, the Mini-Gator Grant program was created and established to encourage faculty and staff to participate in grant training opportunities available to them through the Grant Office and the Employee Development Center. The first mini-grant is expected to be awarded in October of 2006.

## **CENTRAL FILES**

As a newly established department, the Grant Administration Office has begun the process of creating and maintaining a central file of all grant-related documentation.

## **GRANT NEWSLETTER**

The GRANT NEWS is posted to the College's shared network drive twice monthly (except in the month of January). 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 2005/06 fiscal year, the GRANT NEWS highlighted and provided information pertaining to:

- 70 federal funding opportunities
- 81 local, private, and/or corporate grant program opportunities
- 55 relevant research reports were summarized

# Accomplishments & Highlights

## **WORKSHOPS & TRAINING MATERIALS**

- Training Materials - During the past year, the Brazosport College Grant Administration Office has revised the proposal writing manual previously compiled by Rebecca Shawver, Director. The 79-page manual is a comprehensive training tool that covers each component of successful grant proposals and application packets. It is used during the three-day Proposal Writing #101 workshops. Additionally, specialized handouts have been developed for other one-day workshops available through the Employee Development Center.
- Workshops - Nine faculty and staff members participated in one of the two sessions of the Proposal Writing #101 workshop conducted in October of 2005 and April of 2006. These include staff from the following departments:
  - Student Support Services - Karen McGee
  - IT - Kim Blackwell
  - Faculty - Mickey Dufilho
  - Childcare Center - Sue Allen
  - Community Education - Twyla Parsons, Bridget Weaver, and Kay Brooks
  - The Clarion - Vorin Dornan
  - Grant Administration - Shari Jones

## **FORMATION OF GRANT TEAMS**

Rebecca Shawver, Director of Grant Administration wrote three multi-department and community collaborative proposals. The Grant Office facilitated the development of and was assisted by the following grant teams:

Talent Search / TRIO Program (US Education Department) - The team included College members (Dr. Ken Tasa, Dr. Morris Paschall, Arnold Ramirez, BJ Owens, Kay Wright, Tom Fowler, David Preston, Gary Johnstone, and Shari Jones) and BISD staff (Rebecca Rinehart, Jean Sanders, Peggy Burnside, Susan Phillips, and Toni Roden).

Educational Opportunity Centers / TRIO Program (US Education Department) - The team included College members (Dr. Morris Paschall, Arnold Ramirez, BJ Owens, and Tom Fowler) and Alvin Community College members (Dr. Danny Potter and Patrick Sanger).

Title III / Strengthening Institutions (US Education Department) - The team included College members (Dr. Ken Tasa, Dr. Morris Paschall, Arnold Ramirez, Serena Andrews, Jeff Detrick, Terry Comingore, Tam Wisofsky, and BJ Owens).

# Accomplishments & Highlights

## **GRANT SUBMISSIONS**

The Grant Administration Office provided assistance in researching, writing, reviewing and editing eighteen discretionary grant applications that were submitted to funding agencies this past year.

### **Federal Grant Applications**

- TRIO Programs - Working with grant development teams from the Student Support Services and Academic Affairs divisions, the Grant Administration Office staff wrote and submitted two TRIO Program applications to the US Department of Education. These included the Talent Search and Educational Opportunity Center program proposals.
- Title III - Strengthening Institutions Program - Working with staff and faculty from the Brazosport College Foundation, Library, Academic Affairs, and Student Support Services divisions, the Grant Administration Office wrote and submitted a Title III application in support of library expansion, student scholarships, and system-wide database expansion.
- CDBG - Federal pass-through funds were requested from local Community Development Block Grants through the US Department of Housing and Urban Development (HUD) to support the Bridging Barriers for Career Success program operated by the Community Education division of the College.
- Small Business Administration/University of Houston - Application submitted in support of the SBDC program through the College's Community Education division.
- Fund for the Improvement of Postsecondary Education (FIPSE) / Stephen F. Austin University - Stephen F. Austin University submitted a FIPSE proposal with Brazosport College as a sub-grantee for the Associate of Arts in Teaching degree program.
- Perkins Grant - Annual Perkins grant application was submitted to the US Department of Education in support of a wide range of College services as well as equipment purchases.

### **State Applications**

- Texas Education Agency - The annual application to support English language and civic classes for non-native speakers was submitted.
- University of Houston - Renewal application was submitted on behalf of the Small Business Development Center (Community Ed).
- Texas Commission on the Arts - Application to cover travel expenditures for the Clarion administrator to participate in a conference was submitted.

### **Other Submissions**

- Houston Endowment - Application was made by Dr. Valek for participation in the Achieving the Dream program.
- Community Foundation of Brazoria County - Application in support of the Building Bridges for Career Success was submitted.
- Mid-America Arts Alliance - Three applications submitted to the Mid-America Arts Alliance requesting support for Clarion performances by Trout Fishing in America, Boston Brass, and Gary Burton's Generations.
- United Way of Brazoria County - Application submitted in support of childcare scholarships for Sunflower Program participants.
- Walmart/Angleton - Application submitted by the EL Civics Program to cover general expenses.
- Dow Chemical's Community Grants - Application submitted in support of the U-Turn/U-Learn/U-Earn program's video production.

# Accomplishments & Highlights

## TABLE OF GRANT AWARDS & STATUS OF APPLICATIONS

| Grant Activity Report - 2005/06  |   |                                      |                |                          |               |           |                    |                  |                                 |                    |                  |                    |
|--|---|--------------------------------------|----------------|--------------------------|---------------|-----------|--------------------|------------------|---------------------------------|--------------------|------------------|--------------------|
| Funder   | Grant Program Name                                    | Amount Requested                     | Funding Status | Date Notified            | Amount Recd   | Supv Dean | Program Begin Date | Program End Date | Person Responsible              | Program            |                  |                    |
|  |   |                                      |                |                          |               |           |                    |                  |                                 | Program Begin Date | Program End Date | Person Responsible |
| <b>Carried-over Funded Programs</b>  |   |                                      |                |                          |               |           |                    |                  |                                 |                    |                  |                    |
| US Dept of Education   | Title V—Hispanic Strengthening Institutions           | Not available                        | funded         | 5th year of 5 year grant | \$468,834     | John Ray  | 10/01/05           | 9/30/06          | David Preston                   |                    |                  |                    |
| Brazoria County CDBG - HUD   | Workforce Scholarships - Bridging Barriers            | \$31,379                             | funded         |                          | Not available | John Ray  | 10/01/05           | 9/30/06          | Tom Thomas                      |                    |                  |                    |
| State of Texas - TEA Region IV (Including ABE-State & Fed; and TANF-State & Fed) | Adult Basic Education—ABE                             | Not available                        | funded         | 3/7/06                   | \$108,799     | John Ray  | 9/1/2005           | 8/31/06          | Carrie Robertson<br>Karen Couey |                    |                  |                    |
| Brazoria County/Community Development Block Grant - US HUD                       | Bridging Barriers for Career Success                  | Not available                        | funded         |                          | \$31,379      | John Ray  | 10/1/05            | 9/30/06          | Tom Thomas                      |                    |                  |                    |
| University of Houston Texas Education Agency - TEA SE                            | Brazosport College SBDC                               |                                      | funded         | 10/1/06                  | \$94,461      | John Ray  | 10/1/05            | 9/30/06          | Janice Goines                   |                    |                  |                    |
|  | EL Civics program                                     |                                      | funded         |                          | \$96,000      | John Ray  | 7/1/05             | 6/30/06          | Kay Brooks                      |                    |                  |                    |
| US Dept of Education   | C-CAMPIS (Child Care Access Means Parents In School)  | \$11,157 (\$51,780 for 4 yr program) | funded         | 4th year of 4 year grant | \$11,157      | Ken Tasa  | 9/16/02            | 9/15/06          | Sue Allen                       |                    |                  |                    |
| Women Building Communities / Community Foundation of Brazoria County             | Building Bridges for Career Success (scholarships CE) | \$4,200                              | funded         |                          | \$4,200       | John Ray  | 9/1/05             | 8/31/06          | Cathie Hansen                   |                    |                  |                    |
| US Dept of Education   | Perkins Grant   | \$143,968                            | funded         |                          | \$116,987     | Ken Tasa  | 9/01/05            | 8/31/06          | Tom Fowler                      |                    |                  |                    |
| US DOE   | Perkins Grant Program                                 |                                      | funded         | 8/28/06                  | Not available | Ken Tasa  |                    |                  | Tom Fowler                      |                    |                  |                    |
| Texas Workforce Commission   | Skills Dev Fund / BASF                                | \$358,000                            | funded         |                          | Not available | John Ray  | 10/01/05           | 9/30/05          | William Hallums                 |                    |                  |                    |
| US Dept of Ed/FIPSE (Sub-grantee of Stephen F. Austin University)                | Assoc of Arts Teaching Degree Program                 | \$2,000                              | Funded         |                          |               | Ken Tasa  | 10/01/05           | 9/30/06          | Kellie Sullivan                 |                    |                  |                    |

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# Accomplishments & Highlights

**TABLE OF GRANT AWARDS & STATUS OF APPLICATIONS (continued)**

| Grant Activity Report - 2005/06 (Continued)                                      |  |                          |                |               |               |                         |                    |                  |                                 |  |  |  |
|--|--|--------------------------|----------------|---------------|---------------|-------------------------|--------------------|------------------|---------------------------------|--|--|--|
| Funder   | Grant Program Name                             | Amount Requested         | Funding Status | Date Notified | Amount Recd   | Supv Dean               | Program Begin Date | Program End Date | Person Responsible for Reports  |  |  |  |
| <b>Newly Funded Programs 2006/2007</b>   |  |                          |                |               |               |                         |                    |                  |                                 |  |  |  |
| State of Texas - TEA Region IV (Including ABE-State & Fed; and TANF-State & Fed) | Adult Basic Education— ABE                     | Not available            | funded         | 3/7/06        | Not available | John Ray                | 9/1/2006           | 8/31/07          | Carrie Robertson<br>Karen Couey |  |  |  |
| University of Houston/SBDC- Dept of Commerce                                     | Brazosport College SBDC                        |                          | funded         | 10/1/06       | Not available | John Ray                | 10/1/06            | 9/30/07          | Janice Goines                   |  |  |  |
| Mid-America Arts Alliance  | Trout Fishing in America                       | \$1,050                  | funded         | 4/25/06       | \$1,750       | Ken Tasa                | Mar-07             | Mar-07           | Vorin Dornan                    |  |  |  |
| Texas Education Agency - TEA SE  | EL Civics - Community Ed                       | \$76,225                 | funded         | 5/8/06        | \$76,225      | John Ray                | 7/1/2006           | 6/30/2007        | Kay Brooks                      |  |  |  |
| Houston Endowment  | Achieving the Dream                            | \$50,000/1st yr          | funded         | 5/23/06       | \$50,000      | M. Valek                | 7/1/2006           | 6/30/2007        | Jeff Detrick                    |  |  |  |
| United Way of Brazoria County  | Sunflower/Childcare                            | \$10,000                 | funded         | 6/27/06       | \$7,286       | M. Paschall             | 6/27/2006          | 6/26/2007        | David Preston                   |  |  |  |
| Walmart-Angleton   | EL Civics                                      | \$1,000                  | funded         | 6/15/06       | \$1,000       | John Ray                | 7/1/2006           | 6/30/2007        | Aronid Ramirez<br>Kay Brooks    |  |  |  |
| US DOE   | Perkins Grant Program                          | \$139,953                | funded         | 8/28/06       | 139,953       | Ken Tasa                |                    |                  | Tom Fowler                      |  |  |  |
| Brazoria County/Community Development Block Grant - US HUD                       | Bridging Barriers for Career Success           | \$37,500                 | funded         | 6/1/06        | \$15,000      | John Ray                | 10/01/06           | 9/30/07          | Tom Thomas                      |  |  |  |
| US Dept of Education   | Perkins Grant                                  | \$139,953                | funded         | 8/26/06       | \$139,953     | Ken Tasa                | 9/01/06            | 8/31/07          | Tom Fowler                      |  |  |  |
| <b>PENDING GRANTS</b>  |  |                          |                |               |               |                         |                    |                  |                                 |  |  |  |
| US Dept of Ed/FIPSE (Sub-grantee of Stephen F. Austin University)                | Assoc of Arts Teaching Degree Program          | \$2,000                  | pending        |               |               | Ken Tasa                | 10/01/06           | 9/30/07          | Kellie Sullivan                 |  |  |  |
| Texas Commission Arts  | Conference Travel Funds                        | \$232                    | pending        |               |               | Ken Tasa                | 8/06               | 8/06             | Vorin Dornan                    |  |  |  |
| Dow Chemical/Com Grts  | U-TURN Video Production                        | \$25,000                 | funded         |               |               | Ken Tasa                | 08/01/06           | 2/28/07          | David Hinds                     |  |  |  |
| University of Houston  | Brazosport College SBDC                        |                          |                | 10/1/06       | \$94,461      | John Ray                | 10/1/05            | 9/30/06          | Janice Goines                   |  |  |  |
| <b>REJECTED PROPOSALS</b>  |  |                          |                |               |               |                         |                    |                  |                                 |  |  |  |
| Mid-America Arts Alliance  | Boston Brass                                   | \$1,650                  | rejected       | 5/2/2006      |               | Ken Tasa                |                    |                  |                                 |  |  |  |
| Mid-America Arts Alliance  | Gary Burton's Generations                      | \$2,250                  | rejected       | 5/2/2006      |               | Ken Tasa                |                    |                  |                                 |  |  |  |
| US Dept of Education   | Talent Search                                  | \$220,000/yr x 4 years   | rejected       | 8/4/06        |               | Ken Tasa<br>M. Paschall |                    |                  |                                 |  |  |  |
| US Dept of Education   | Ed Opportunity Centers                         | \$220,000/yr x 4 years   | rejected       | 8/14/06       |               | Ken Tasa<br>M Paschall  |                    |                  |                                 |  |  |  |
| US Dept of Education   | Title III - Strengthening Institutions Program | \$1,331,554 over 5 years | Rejected       | 9/29/06       |               | Ken Tasa                |                    |                  |                                 |  |  |  |

# Accomplishments & Highlights

## OTHER STAFF ACCOMPLISHMENTS & ACTIVITIES

### **REBECCA VERMILLION SHAWVER, MPA**

Director of Grant Administration

#### Council for Resource Development Activities

Presented a Proposal Writing #101 Workshop at the Region IV & VI Council for Resource Development Annual Conference in Savannah, Georgia.

Served as a Conference Committee Member for the National Council for Resource Development's 2006 Conference in Washington, DC

Nominated to serve as a Conference Committee Member for Region VI 2007 annual conference to be held in San Antonio, TX

Elected to serve as the President-Elect for Region VI - Council for Resource Development (2008)

#### Publications

Served as a contributing author with following articles published in Charity Channel's online newsletter *Grants and Foundation Review* ([www.charitychannel.com](http://www.charitychannel.com))

- [Are You Chasing Funding Dollars?](#) - December 14, 2005
- [Top 10 Tips for Writing Effective Evaluations - Part 1](#)—April 19, 2006
- [Top 10 Tips for Writing Effective Evaluations - Part 2](#) - April 26, 2006
- [Program Logic Charts Are So Logical](#)—June 7, 2006

#### Employee Development Courses

Spanish for Brazosport College Personnel

Webmail

Outlook Calendar 2003

### **SHARI JONES, AGS**

Administrative Office Specialist

#### Employee Development Courses

Grant Writing #101

Front Page

Publisher for Newsletters

Spanish for Brazosport College Personnel

Program Logic Charts

Sharing Documents and Spreadsheets