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**SUBJECT: INSTITUTIONAL DEVELOPMENT**

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**PURPOSE AND NEED:**

A portion of student fees is allocated to the category of Institutional Development and is used to augment selected educational activities. These funds are to be used solely to enhance the educational experience of students enrolled in any Lewis-Clark State College program. Application form can be found on the web at: <http://www.lcsc.edu/instgrant/> Please complete the form as instructed and submit electronically.

**POLICY:**

1.0 Criteria for Funding

- 1.1 Activities must relate directly to the educational program in which students are involved. For example, special speakers, student competition in regional and national programs, and field trips related to educational programs are appropriate.
- 1.2 Application to use Institutional Development funds must be made in the approved written format which includes a statement of purpose, details of activities, number of students to be involved, detailed budget, and the methods for evaluating the activity's effectiveness.
- 1.3 Funded activities must have prior written approval and be supervised by a full-time LCSC faculty or professional staff member before being undertaken.

**PROCEDURES:**

1.0 Procedures for the Disbursement of Funds

- 1.1 Application is to be made through a faculty or professional staff member. Applications submitted solely by a student will not be accepted.
- 1.2 Applications will be assessed by the Dean of Student Services, the Provost, the president of the Associated Student Body, and three of his/her designees.
- 1.3 The Institutional Development Committee will send an award letter to the appropriate division. Expenses will be paid from the divisions' local accounts, which will be reimbursed at the end of the project and upon receipt of a brief report, with a listing of expenses. Copies of all requisitions, IDGs, and other proof of expenses must be attached.