Highline College Foundation

Teaching and Learning Enhancement Grant Application – Deadline Friday, November 20, 2026 by 4 p.m.

The application process has been revised to reflect principles of universal design. Faculty are welcome to submit applications in the form of a synchronous (live) presentation with PowerPoint/Google slides, a written document, or an asynchronous video presentation. Here's a link to the TLE rubric that we will use to score all applications.

Applications and supporting emails should be submitted to academicaffairs@highline.edu. To schedule a live/synchronous application, contact Carrie Davidson or academicaffairs@highline.edu to set up an appointment with the committee.

Name _____

Department _____

Project Title _____

Amount requested $ _____

Division Chair _____

Dept. Coordinator (to be included by part-time faculty only):

Have you received Teaching and Learning Enhancement grant funds previously?_____

If so, when?_____ How much?_____ Project?_____

Are you willing to share information about your project? Yes ☐ No ☐

Note: Per Section 6.21.2 Criteria in the HCEA-HC Agreement 2025-2028, proposals must clearly meet one or more the following grant purposes:

For any option you choose, your proposal must clearly meet one or more of the following grant purposes:

1. Promote excellence in teaching and learning: applicants are encouraged to address one or more of Highline's criteria for effective teaching.

2. Enhance the educational environment of the College: applicants are encouraged to link their proposals to issues or goals tied to our new core themes:

- Strategic goal 1, ACCESS: Increase equitable and representative access to postsecondary educational and career opportunities that lead to social and economic mobility in Highline's service area

- Strategic goal 2, LEARNING: Increase equitable learning, retention, completion and transfer rates, and improve labor market outcomes through the use of evidence-based innovation and high-impact practices in and out of the classroom.

- Strategic goal 3, COMMUNITY: Increase breadth and depth of partnerships with K-12, other postsecondary institutions, community-based organizations, employers and government that align with Highline's strategic priorities and contribute to economic and social vibrancy of communities it serves.

- Strategic goal 4, CULTURE AND CAPACITY: Create capacity for meaningful strategic planning and institutional transformation to become an anti-racist college through the intentional development of employees, facilities, and systems that support student success and close equity gaps.

You may also choose to align your proposal with our mission fulfillment report, department or program level data/evidence, or other sources of evidence pointing to a need for enhancements.

3. Contribute to the advancement of the applicant's discipline: applicants are encouraged to specify how the proposal contributes to the advancement of their discipline, recognizing that committee members are likely to come from other disciplinary and professional backgrounds.

4. Lead to the development of innovative curriculum: applicants are encouraged to explain how the curriculum development project represents an innovation over existing practice, recognizing that committee members are likely to come from other disciplinary and professional backgrounds.

5. Align with the mission, vision, and values of the college.

In assessing applications, the committee will consider the alignment between your project rationale and your project goals, and the alignment between your goals, your work plan and timeline, the evaluation plan, and the proposed budget.

Part A. Purpose of the Request (applicants are welcome to choose more than one area)

___ Promote excellence in teaching and learning
___ Enhance the educational environment of the College
___ Contribute to the advancement of the applicant's discipline; or
___ Lead to the development of an innovative curriculum.
___ Align with the mission, vision, and values of the college.

Part B: Project Rationale & Description

- Provide a rationale for your project, making explicit reference to one or more of the areas noted above.
- Describe your project, including goals and expected outcomes.

Part C. Process

Summarize the work plan you will use (including a timeline) to accomplish your goals and outcomes.

Part D. Evaluation Plan

Describe how you will assess the expected outcomes of your project.

Part E. Budget Summary (max grant is $3000)

Item	Amount Requested	Amount Contributed by Other Source(s)	Source	Total Costs
Salaries/wages[1]				
Equipment[2]				
Supplies[2]				
Travel[2]				
Other (specify)				
Total				

[1] Payroll liabilities of the College must be included in this amount.

[2] Original receipts for purchases made related to the project must be submitted upon completion.

Total Cost of Project	

Other comments, if any:

All expenditures must be incurred by 06/30/27.