

In 2020, the Nuckolls Fund for Lighting Education intends to award four grants: the **Nuckolls Fund Grant**, which has been given annually since 1989 for programs at the college level; the **Edison Price Fellowship Grant**, which is given to individual educators to enable them to further their own education; the **Lesley Wheel Introductory Lighting Program Grant**, for new lighting courses; and the **Jeffrey A. Millham 2020 Catalyst Grant** for lighting education innovation. The Fund is also offering the option of submitting a proposal that does not fall into one of those three categories. Please see separate Requests for Proposal for the Nuckolls Fund Grant, the Edison Price Fellowship Grant and the Lesley Wheel Introductory Lighting Program Grant. **Proposals are accepted only from educators at academic institutions in North America.**

## **REQUEST FOR PROPOSAL: The 2020 Jeffrey A. Milham \$50,000 Catalyst Grant**

The Nuckolls Fund for Lighting Education is a nonprofit organization that uses income from its endowment to fund educational programs in the field of lighting. It was established to honor James L. Nuckolls, a pioneer in lighting education programs during the 1970s and 1980s.

The Nuckolls Fund invites you to submit a proposal for a project which delivers a newly innovative or expanded lighting course at your institution. The grant is \$50,000 and the maximum grant period is between two and four years. The Fund reserves the right to award this grant in an amount less than \$50,000. The course must be prepared, given, and evaluated during the defined grant period.

This RFP is directed to advancing lighting education in architecture, engineering, theater or entertainment, technology and interior design programs that are looking towards the future and how new learning methodologies can deal with expressing the art and science of light and possibly its effects on an individual's wellness or behavior, but within an educational setting. To administer the grant project, there must be available, a faculty member or one member of a collaborative team who demonstrates a knowledge and understanding of lighting within the built environment and possibly the workings of the lighting industry which is embracing the internet of things.

The goal of this grant is to establish new, viable, and sustained lighting synergies within a curriculum and/or jointly with lighting-related interdisciplinary programs. This award is intended to be a catalyst for innovative leading-edge approaches which can further the development of lighting education in unique and challenging ways. We look forward to receiving your proposal.

The Fund wishes to make it clear, if no submitted proposal is deemed worthy of support, this category of funding will be withdrawn for this year. The Fund reserves the right to award this grant in an amount less than \$50,000.

### **CRITERIA FOR FUNDING**

1. We are open to unique ways of how students can learn about light and its characteristic behavior. Evidence should be included of how the proposed course(s) will enrich, enhance, and integrate with the existing academic program(s) in which it is placed. A proposed course outline must be included and instructor credentials shown. It is required that the author of the proposal be the instructor or on the course instruction team.

2. The academic unit should be in one of the following areas: architecture; engineering; dramatic arts; human behavior; technology; or interior design. It must be accredited and offer a Bachelor's degree or Graduate degree.
3. The proposed course(s) must be given at least twice during four sequential academic years.
4. The Fund requires evidence from at least two academic administrators (Chairs, Directors, Deans, and so forth) that the administration will support the continuation of the course after the grant period ends.
5. The total amount requested may not exceed \$50,000. The RFP budget outline must reflect how the money will be spent over the defined period, which will be between two and four years, as The Nuckolls Fund will allocate the money at a maximum of \$12,500 per year over a four year period. The first-year's budget should be specific. Subsequent yearly budgets are to be included in the required annual reports.
6. If the original instructor(s) leaves the Institution, the Fund reserves the right to request evidence of knowledge and interest in lighting from the new instructor(s) for continuation of the grant funding. In that event, the Fund would also require that an academic administrator designate a new contact person for the required reports.
7. Evidence that the proposed instructor(s) is knowledgeable and active in lighting is important and necessary. This may be shown by resume or CV indicating lighting content in previous courses given or taken, activity in a lighting associated organization such as the IESNA or IALD, lighting workshops attended, and so on.
8. The Fund is interested in course curricula that covers innovative approaches in lighting related endeavors as applied in your field of study. A narrow specific course, such as a course in only daylighting or only computer applications, will not be given consideration. Narrow focus courses are covered in the Nuckolls Fund Grant RFP for institutions that have existing basic lighting courses.
9. The course should be a minimum of 3 semester credits or 4 quarter credits and must be given at least twice during the grant period. At least eight(?) students should complete the course each time it is given (evidence must be shown that this condition is met for continued funding). Courses which are required are preferred to ones which are elective. However, this is not a requirement. Interdisciplinary courses are always of interest.
10. Up to \$2,000 per year of the Fund award may be used to purchase lighting-related equipment for the course. In-kind donations of equipment from lighting manufacturers or regionally based lighting manufacturer representative agencies are encouraged. The proposal should indicate that the institution will provide appropriate space for this equipment.
11. No portion of the fund budget may be used to cover overhead costs. However, benefits are allowable.
12. Reports will be required periodically from the grant recipient or subsequent persons responsible for the course. A minimum of two annual reports, due one month after the course has been given, must be submitted. In the report, the completed course should be reviewed and evaluated both academically and in terms of the budget. Academic course evaluations from the students are required as a part of this report, but may be delayed until the following semester to accommodate institutional requirements. If your institution has no regular student evaluation process, the course instructor must develop one for this course alone. The Nuckolls Fund requires on-time, complete, high quality reports for funding to continue from year to year.

## **Required Submission Information – The 2020 Jeffrey A. Milham \$50,000 Catalyst Grant**

### **The following is required for submission:**

- Proposals must be submitted electronically in either Microsoft Word or PDF format.

- All material submitted must be consolidated into one document that totals a maximum of 25 pages. This includes the proposal itself, supporting letters, resumes or CV's, and illustrations, if any.
- Resumes or CVs must be no more than one page each.
- Please keep the total document under 1 mb in size.
- Photos and illustrations should be jpeg format only.
- E-mail to: [nuckolls@nuckollsfund.org](mailto:nuckolls@nuckollsfund.org).

**Proposals must be organized as follows:**

1. Title page, listing:
  - The title of the grant proposal the name of the person submitting the application and his/her position.
  - Name of the college or school and name of the department or division
  - Mailing address, phone and fax number
  - Name of the program to which the grant will be applied
  - Number of years the program has existed
2. Table of Contents page
3. A one paragraph abstract of the proposed project, not to exceed 200 words.
4. Background information that will put the project into context, including a description of the department (division) and the program.
5. Substantive description of the project for which funding is sought. Describe why the project is needed, how it will fit with the existing program, what its impact will be on lighting education, what makes it of special importance, and how it will be continued after the grant period.
6. A detailed budget showing how the funds will be allocated to accomplish the various tasks in the proposed project. If supplementary funding from another source is needed, include documentation showing that source's commitment to provide funds. Any financial support by the institution should be shown.
7. A schedule for accomplishing the tasks. Include dates and describe major milestones. Two reports per year will be expected. Grant funds will be paid in installments upon the Fund's acceptance of each report.
8. At least two letters of support from deans and/or department chairs.
9. Resumes or CV's for those administering the grant (maximum of one page each).

**Optional Submission Material**

You may include letters of support from practicing lighting professionals who can provide insight into the need for the project and the qualifications of those who will carry it out.

**Other Information**

Proposals due	Friday, November 22, 2019. Receipt of submissions will be acknowledged via email.
Send to	<a href="mailto:nuckolls@nuckollsfund.org">nuckolls@nuckollsfund.org</a> .
Grant announced	No later than January 15, 2020.
Public Announcement	Nuckolls Fund Event in conjunction with the Designers Lighting Forum of New York's Education in mid-March 2020.

Notification	All those who submit proposals will be notified of the recipient(s). Submissions will not be returned.
Agreement	The fund requires grant recipients to sign a performance agreement and to submit status reports. Published results of grants funded by the Nuckolls Fund enter the public domain. Grant awards do not imply any form of endorsement by the Nuckolls Fund.
Fee	There is no fee for submission and no limit to the number of submissions.
Restrictions	No portion of the funds awarded may be used for indirect costs (overhead). Benefits are allowable.