

REQUEST FOR PROPOSAL (RFP): The 2025 Lesley Wheel Introductory Lighting Program Grant

The Nuckolls Fund for Lighting Education is a not-for-profit organization that funds 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. Our goal is both enhancing lighting education in North America and expanding its reach.

This RFP is directed to programs in Architecture, Engineering, Technology and Interior Design that have *no lighting design offerings* in their curricula now, or just minimal content in other courses. A faculty member with a basic knowledge and understanding of lighting is a requirement. If you are interested in expanding or enhancing *existing* lighting offerings, please apply for The Nuckolls Fund Grant.

We hope that this opportunity will open new doors at your institution and enhance lighting education in your program. We look forward to receiving your proposal.

CRITERIA FOR FUNDING

The Grant

- The goal of The Lesley Wheel grant is to establish a new, viable, and sustained lighting fundamentals course in your program.
- The grant covers a period of four years.

The Course

- We will fund new course(s) that cover lighting in the following areas: Architecture, Engineering, Technology, and Interior Design. The program must be accredited and offer a Bachelor's or Graduate degree.
- The Fund is interested in introductory courses that cover a broad range of basic lighting as applied in your field of study. A narrow specific course, such as a course in only daylighting or 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.
- Evidence should be included on how the proposed course(s) will enrich, enhance, and integrate with the existing academic program in which it is already in place.
- 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. Courses which are required are preferred to ones which are elective, but this is not a requirement. Interdisciplinary courses are always of interest.

Funding Amounts

- The total amount requested may not exceed \$30,000. The RFP budget outline must reflect how the money will be spent over four years, as The Nuckolls Fund will allocate the money at a maximum of \$7,500 per year. The first-year budget should be specific. Subsequent yearly budgets are to be included in the required annual reports.
- Up to \$7,500 of the Fund award may be used to purchase lighting-related equipment for the course. In-kind donations of equipment from lighting manufacturers are encouraged. The proposal should indicate that the institution will provide appropriate space.
- No portion of the fund budget may be used to cover overhead costs. Benefits are allowable.
- At its discretion, the Fund may elect not to fund this grant in any year and reserves the right to award this grant in an amount less \$30,000.

Author and Instructor

- It is required that the author of the proposal be the instructor or on the course instruction team. Additionally, being knowledgeable and active in lighting is important. This may be shown by a resume or CV indicating lighting content in previous courses given or taken, activity in IESNA or IALD, lighting workshops attended, and so on.
- In the event that 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 grant funding. In that event, the Fund would also require that an academic administrator designate a new contact person for the required reports.

Reports

- Reports will be required periodically from the grant recipient or subsequent persons responsible for the course. The Nuckolls Fund requires on-time, complete, high-quality reports in order for funding to continue from year to year.
- A minimum of one annual report, 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 these reports, but they 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.
- Candidates commit to visually documenting in images or video, the development and outcomes of their project. Physical products, presentations, examples of groupwork and trips should be recorded and submitted with regular progress reports and at the conclusion of the project with the final report.

PROPOSAL CONTENT

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 email address
 - 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 (NO more than 50 words)
4. Background information that will put the project into context, including a description of the department (division) and the program, existing lighting coursework (hours), accreditation, and degree offered. (NO more than 75 words)
5. Substantive description of the project for which funding is sought. (NO more than 300 words)
 - Project need at the school
 - Fit with existing program (if one exists)
 - Impact on lighting education at the school
 - Special features of the project
 - Outline of the proposed course
 - Credit hours
 - Elective or required
 - Number of times offered (and proposed dates)
 - Continuation 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, including evidence from at least two academic administrators that the administration will *support the continuation of the course after the grant period ends*.
9. Resumes or CV's for those developing and delivering the course (maximum of one page each).
10. Additional letters of support from the lighting community are encouraged.

PROPOSAL FORMAT

- 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 12 pages. This includes the proposal itself, supporting letters, resumes or CV's, and illustrations, if any.
- Resumes or CV's must be no more than one page each.
- Please keep the total document under 10 mb in size.
- Photos and illustrations should be jpeg format only.
- E-mail to: jeanne@nuckollsfund.org

Other Information

Proposals due	January 7, 2025. Receipt of submissions will be acknowledged via email. If you do not receive an email confirmation of receipt within 48 hours, please text Jeanne Clemente at 914-602-9997.
Send to	jeanne@nuckollsfund.org
Grant announced	No later than March 20, 2025.
Public Announcement	Nuckolls Fund Event in conjunction with the Designers Lighting Forum of New York's LEDucation scheduled for March 19-20, 2025.
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.
Progress Reports	The Fund requires grant recipients to commit to visually documenting in images or video, the development and outcomes of their project. Physical products, presentations, examples of groupwork and trips should be recorded and submitted with regular progress reports and at the conclusion of the project with the final report.
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