cottonworks™

2024 COTTON IN THE CURRICULUM GRANT PROGRAM

Proposal Submission Deadline: Friday June 30, 2023

Cotton Incorporated is a not-for-profit company whose mission is to increase the demand for and profitability of cotton through research and promotion. Because cotton is one of the world's most important fibers, the company sponsors the Cotton in the Curriculum (CIC) Grant Program to further understanding and knowledge about cotton among students preparing for careers in the apparel, and textiles industry. The core information for this objective can be found principally on the CottonWorks™ website, www.cottonworks.com. This site provides the most comprehensive resource for cotton, and is designed for industry professionals, educators and students. The site facilitates learning and exploration at every stage of the cotton production, product development, and marketing process with data and research, market and trend analysis, timely webinars, and informative videos. For the 2024 CIC Program, Cotton Incorporated is requesting proposals for three unique tracks.

Track 1 **Cotton Education Innovation Grants** **Funding Range:** **$10,000 - $50,000**	Goal: Further understanding and knowledge about cotton among students preparing for careers in the apparel and textiles industry. Objective: Provide funding to develop comprehensive educational programming that demonstrates a commitment to educating emerging professionals in cotton design and product development, and cotton's role in the global textile and apparel supply chain.
Apply if you want to:	• Create immersive and multifaceted opportunities for students to learn about, and experience cotton • Provide experiential and project-based learning opportunities • Enhance the curriculum beyond what is currently offered and significantly integrate CottonWorks™ resources and information
Track 2 **Cotton Materials Mini-Grants** **Up to $7,500**	Goal: Promote and encourage experience with cotton materials among apparel, fashion and textile students. Objective: Provide funding for the purchase of cotton-dominant raw materials, project supplies, and student awards to support textile, product or fashion design, product development, and merchandising projects.
Apply if you want to:	• Enhance student learning and experience with cotton • Reduce student burden to purchase raw materials and supplies • Recognize outstanding student work • Obtain funding support for cotton fabrics, materials, and supplies (not equipment)
Track 3 **CottonWorks™ for Courses Grants** **Up to $10,000**	Goal: Promote and encourage the use of the CottonWorks™ website as an online open educational resource (OER) for fashion and textile faculty and students. Objective: Provide funding to support the redesign or development of a specific course to adopt the CottonWorks™ website as the primary course material.
Apply if you want to:	• Develop shareable course materials to enhance learning about cotton • Improve course materials that do not adequately cover course topics • Integrate diverse learning media into a course

Eligibility

U.S. university and college faculty in the fields of fiber, textiles, apparel, fashion design, or merchandising are invited to submit proposals. Preference will be given to programs that place a significant number of graduates in textiles, apparel and related merchandising positions with U.S. brand and retail companies.

- Faculty project leads who submit a proposal to **Track 1 - Cotton Education Innovation Grant**, may not submit a proposal to another track. Applicants may be listed as supporting faculty on more than one **Track 1** proposal.
- Faculty project leads may submit to both **Track 2- Cotton Materials Mini-Grants** and **Track 3 - CottonWorks™ for Courses Grants.**
- Faculty project leads may submit multiple proposals to both **Track 2- Cotton Materials Mini-Grants** and **Track 3 - CottonWorks™ for Courses Grants.**

Multi-university proposals will not be considered. Faculty project leads and supporting faculty must be at the same college/university.

How to Apply to any Grant Track

Submit a proposal by completing the online application on the CottonWorks™ website. The application site will allow you to submit proposals to multiple tracks (per eligibility). The application includes a questionnaire about the project and will require you to upload a proposal file (PDF files only). A separate proposal is required for each grant track, and each grant track has specific requirements. Review the track descriptions and requirements on pages 3-13 of this document.

Before applying for the grant, please inform the contracts and grants office or the business office at your college or university. Applications must be received electronically by **11:59 p.m. ET on Friday June 30, 2023**.

Online submission portal opens	April 15, 2023
Proposal due	June 30, 2023
Project leaders notified of funding decision	On or before October 2, 2023
Project orientation meetings with project leaders	November 2023 – January 2024

Applicants are encouraged to visit Cotton Incorporated's websites for additional information about Cotton Incorporated, cotton production, processing, products and innovations - www.cottoninc.com and www.cottonworks.com. The program is administered by Cotton Incorporated under the Importer Support Program of the Cotton Research and Promotion Program.

Questions should be directed to CottonEducation@cottoninc.com.

TRACK 1: COTTON EDUCATION INNOVATION GRANTS

Track Overview

Cotton Incorporated's CIC program is sponsoring *Cotton Education Innovation Grants* to further understanding and knowledge about cotton among students preparing for careers in the apparel and textile industry. The program will provide funding to develop comprehensive educational programming that demonstrates a commitment to educating emerging professionals in design, product development, and cotton's role in the global textile and apparel supply chain. Proposals should address at least one of the following focus areas:

Cotton Sustainability

Proposals should advance student understanding of the social, economic, and environmental dimensions of cotton sustainability. Proposals must demonstrate a commitment to accurate and science-based information and clearly demonstrate how the CottonWorks™, Cotton LEADS℠, and Cotton Today websites will be utilized in their project activities.

Performance Cotton

Proposals should focus on broadening student knowledge of performance technologies and fabrications that improve current cotton products or open new markets for cotton. Information about Cotton Incorporated's branded technologies such as TransDRY®, STORM COTTON™, TOUGH COTTON™ and other technologies are available on the CottonWorks™ website.

Cotton Fundamentals

Proposals should demonstrate an effort to increase students' awareness and knowledge about cotton as one of the world's leading fibers. Project activities could include learning and experiences about cotton from cotton production, sourcing, and yarn and fabric development to 3D product design. The building blocks for this topic can be found on CottonWorks™ website and should be integrated into the proposals.

Funding Range

Expected funding range for *Cotton Education Innovation Grants* is $10,000 - $50,000.

Selection Criteria

Proposals are evaluated on their ability to advance overall awareness and knowledge of cotton among emerging professionals and demonstrate innovative ways to utilize the CottonWorks™ website to direct student learning about cotton. Other factors relevant to the evaluation include:

- Alignment with focus area
- Exposure and reach (number of students directly involved in the proposed activities)
- Student-centered activities and outcomes
- Integration and utilization of the CottonWorks™ website and resources
- Ability to enhance the curriculum beyond what is already taught or offered
- Innovation and creativity
- Demonstrated capability of the project leader to execute the project activities
- Appropriate budget and timeline

Project Timing

The project activities must occur within the <u>2024 calendar year</u>. Both one-semester/quarter and year-long projects are acceptable.

Use of Funds

Funding will support project activities that directly benefit the students involved in the project. Provided below is a list of allowable and non-supported use of funds. Although this list is not exhaustive, it provides a guide for applicants.

Funds may be used for:

- Project Materials
    - Cotton fiber, cotton yarn, cotton-dominant fabric (60%+ percent cotton), cotton product samples, thread, buttons, notions, trims, paint, ink, boards, and paper
    - Shipping costs for project materials
- Workshops/Exhibitions
    - Direct costs and support, including facility rental/fees, food and beverage (excluding alcohol), technology, marketing and promotions
    - Costs related to hosting virtual events, webinars, or workshops
    - Speaker fees/honorariums, travel, lodging, meals, and parking
- Services
    - Printing related to student outputs, project marketing or event promotions
    - Marketing or technology services
- Student Experiences
    - Faculty and student costs related to travel for project-related events, company/farm visits, and the like
- Student Awards
    - Funds to award top papers, presentations, designs, concepts, products, etc.
    - Maximum individual scholarship/student award is $1,500, and maximum total student awards should not exceed $5,000
- Faculty/Project Staff Support
    - Faculty support and benefits for project-related efforts. Funds requested for faculty salary or benefits will be reviewed closely and must be clearly justified and not excessive relative to the total project budget.
    - Undergraduate or graduate student support for project-related effort (college/university rate)
    - Faculty and student conference or workshop registration and travel for project-related effort and presentation

Funds may not be used for:

- Sponsorship of general events or fashion shows
- Tangible devices or equipment with an individual unit cost over $4,000, and/or with an intended/potential use beyond the grant period
- Overhead or indirect costs

Use of Funds Notes:
- *Cotton Incorporated may accommodate limited material requests if the items are available. Requests for materials that require additional processing such as plying or finishing cannot be accommodated.*
- *Cotton Incorporated staff cannot accept honorariums or paid travel. Many other firms do not allow honorariums; please confirm before including this budget item for industry speaker travel.*
- *Projects including a request to travel to Cotton Incorporated's research center in North Carolina or to North Carolina cotton farms are subject to availability. The company will make all efforts to accommodate successful applicants.*

Funds Disbursement

Awarded funds must be spent within the 2024 calendar year and any unspent funds will need to be returned to Cotton Incorporated. Grant payments are awarded in three installments:
1. 50% of the total grant upon execution of the grant agreement, after January 1, 2024
2. 40% after mid-point report is received and approved (about halfway through project timeline)
3. 10% after completion of the project and submission and acceptance of the final report

Reporting Requirements and Deliverables

Participation in the Cotton Education Innovation Grant Program requires submission of two progress reports. The mid-point report provides an update on the work completed halfway through the proposal timeline and discusses any challenges, changes in approach, or budgeting changes that are needed or anticipated. The mid-point report will be completed via an online survey.

The final report should highlight student outcomes and achievements, demonstrate how goals were met and summarize final expenditures. The final report is due within 30 days of completion of the project or by January 15, 2025, and must be received and approved before the final payment is made.

Proposal Requirements and Format

Proposals must follow the outline and numbering format detailed below and must use single-spacing, no less than 11-point font, and at least 1-inch margins. Maximum proposal length is **10 pages** (not including cover sheet).

I. Proposal Cover Sheet (1-page max, not included in proposal length requirements)
   A. Project title
   B. College or university
   C. Faculty project leader
   D. Funding requested
   E. Project duration – Indicate start month and end month in 2024
   F. Focus area – Identify the focus area(s) for the project (Cotton Sustainability, Performance Cotton, Cotton Fundamentals)
   G. Abstract (250-word max) – Brief description of the project, including alignment with program objectives, how project will advance overall awareness and knowledge of cotton among emerging professionals, overview of major activities, and student impact and outcomes.

II. Project Plan
   A. Purpose and key activities – Describe the project's purpose and provide a detailed description of the project activities. Include an explanation of how the proposed project relates to the goals of the CIC Grant Program and aligns with the selected focus area. Address how your project will advance overall awareness and knowledge of cotton among emerging professionals.
   B. Student impact and outcomes – Identify how many students will directly benefit from the project, how the students will benefit from the grant, and how you will assess the project's impact as it relates to the program and track goals.
   C. CottonWorks™ resources - Specify the CottonWorks™ website resources that will be used to enrich the project experience.
   D. Timeline – Detailed timeline including start and end dates of the project, as well as major project milestones.

III. Budget
   A. Itemized budget - Provide an itemized budget presented in <u>line-item table format organized by expenditure category</u>. If your project spans both spring and fall semesters, please include a column that designates costs per term. In addition, each expenditure category should have a total row.
   B. Budget narrative - Provide a brief explanation for each expenditure category, including the purpose and how it relates to the project objectives. Budget items should be reasonable and substantiated. Additional explanation/documentation may be requested.

IV. Project Contacts
   A. Faculty project leader – Name, title, department, email address and phone number
   B. Supporting faculty – Name, title, department, email address
   C. Contracts and grants or business office contact – Name, title, department, email address, phone number and official mailing address of school/university

V. Supporting Information
   A. Description of department program and relevant curriculum
   B. Brief summaries of project leader and supporting faculty/staff that include name, title, department/college/university affiliation, key areas of research and/or teaching, and other highlights of professional experience and accomplishments that are most relevant to the grant proposal (150-words max for each summary).

TRACK 2: COTTON MATERIALS MINI-GRANT

Track Overview

Cotton Incorporated's CIC program is sponsoring *Cotton Materials Mini-Grants* for the purpose of promoting and encouraging experience with cotton materials among apparel, fashion, and textile students. The program will provide funding for the purchase of cotton-dominant raw materials (60% cotton or more) and related project supplies to support textile, product or fashion design, product development, and merchandising projects.

Funding Range

Maximum funding for a *Cotton Materials-Mini Grant* is $7,500.

Selection Criteria

Proposals will be evaluated on their ability to promote and encourage experience with cotton materials, increase overall awareness and knowledge of cotton among emerging professionals, and demonstrate innovative ways to utilize the CottonWorks™ website to direct student learning about cotton. Other factors relevant to the evaluation include:

- Demonstrated value of cotton materials related to project goals and student outcomes
- Exposure and reach (number of students <u>directly</u> involved in the proposed activities)
- Integration and utilization of the CottonWorks™ website and resources
- Innovation and creativity
- Demonstrated capability of the project leader to execute the project activities
- Appropriate budget and timeline

Project Timing

The project activities must occur within the <u>2024 calendar year</u>. Both one-semester/quarter and year-long projects are acceptable.

Use of Funds

Provide up to $7,500 for cotton raw materials, project supplies, and student awards, to support student projects related to textile, product or fashion design, product development, or merchandising. Provided below is a list of allowable expenses, funding limits for each expense category, non-supported use of funds. Although this list is not exhaustive, it provides a guide for applicants. **Funding for this track is limited to cotton fabric or yarn, project supplies, student awards and faculty support.**

Funds may be used for:
- Cotton-Dominant Raw Materials – up to $2,500
  - Cotton fabrics or yarn containing at least 60% cotton, but preferably 100% cotton. When multiple garments are being produced, the majority of the ensemble should be cotton. For example, if pants and a top are produced, then both pieces must be made of at least 60% cotton. For evening wear designs, the main (outer) garment should be made of at least 60% cotton (not just the lining of the garment).
  - Pending availability, Cotton Incorporated may accommodate limited material requests for cotton performance materials.
  - Shipping costs for cotton-dominant raw materials

- Project Supplies – up to $100 per student
    - Funds to support creation or presentation of a cotton product
    - Notions, art supplies, tools, presentation materials, specialty papers, lining/interfacing and similar
    - Shipping costs for project supplies
- Student Awards – up to $1,500
    - Funds to award top presentations, designs, concepts, products, etc.
    - Maximum individual scholarship/student award is $500
- Faculty/Project Staff Support – up to $1,500
    - Faculty support and benefits for project-related efforts.

Funds may not be used for:
- Tangible devices or equipment
- Workshops/exhibitions/events
- Student fieldtrips or faculty conference travel
- Software
- Sponsorship of general events or fashion shows
- Overhead or indirect costs

Funds Disbursement

Awarded funds must be spent within the 2024 calendar year and any unspent funds will need to be returned to Cotton Incorporated. Grant payments are awarded in three installments:
1. 50% of the total grant upon execution of the grant agreement, after January 1, 2024
2. 40% after check-in with grant program manager (about halfway through project timeline)
3. 10% after completion of the project and submission and acceptance of the final report

Reporting Requirements and Deliverables

Reporting for the Cotton Materials Mini-Grant requires mid-point check-in with the grant program manager and submission of a final report. The final report should include a description of all project activities, outcomes, and impacts, photos/digital documentation of products created, and materials used, student awardee categories, amounts and awardee names, and a final financial report. The final report is due within 30 days of completion of the project or by January 15, 2025. The final report must be received and approved before the final payment is made.

Proposal Requirements and Format

Proposals must follow the outline and numbering format detailed below and must use single-spacing, no less than 11-point font, and at least 1-inch margins. Maximum proposal length is **5 pages** (not including cover sheet).

I. Proposal Cover Sheet (1-page max)
 A. Project title
 B. College or university
 C. Faculty project leader
 D. Funding requested - Max funding allowed is $7,500
 E. Project duration – Indicate start month and end month in 2024
 F. Abstract (150-word max) – Brief description of the project, including alignment with program goals and objectives, overview of major activities, value of cotton to project, and student impact and outcomes

II. Project Description
 A. Purpose and key activities - Describe the project's purpose and provide a detailed description of the project activities. Address the project or program that the materials will be used for (class, majors, student level, end use/product created).
 B. Value of cotton - Describe the value of cotton materials related to project goals and student outcomes
 C. Student impact and outcomes - Describe how the students will benefit from the grant, number of students supported, and how you will assess the project's impact as it relates to the program and track goals
 D. CottonWorks™ resources - Specify the CottonWorks™ website resources that will be used to enrich the project experience
 E. Timeline – Detailed timeline including start and end dates of the project, as well as major project milestones

III. Budget
 A. Itemized budget - Provide an itemized budget presented in line-item table format organized by expenditure category. Each expenditure category should have a total row. Expenditure categories are limited to the following: Cotton-Dominant Raw Materials, Project Supplies, Student Awards, Faculty Support.
 B. Budget narrative - Provide a brief explanation for each expenditure category, including the purpose and how it relates to the project objectives. Budget items should be reasonable and substantiated. Additional explanation/ documentation may be requested.

IV. Project Contacts
 A. Faculty project leader – Name, title, department, email address and phone number
 B. Contracts and grants or business office contact – Name, title, department, email address, phone number and official mailing address of school/university mailing address

V. Supporting Information
 A. Description of department program and relevant curriculum
 B. Brief summaries of project leader and supporting faculty/staff that include name, title, department/college/university affiliation, key areas of research and/or teaching, and other highlights professional experience and accomplishments that are most relevant to the grant proposal (150-words max for each summary)

TRACK 3: COTTONWORKS™ FOR COURSES

Track Overview

Cotton Incorporated's CIC program is sponsoring *CottonWorks™ for Courses* Grants for the purpose of promoting and encouraging use of the CottonWorks™ website as an online open educational resource for fashion and textile faculty and students.

The program will provide up to $10,000 in funding to support the redesign or development of a course to adopt the CottonWorks™ website as the primary course material. Funding will support faculty release time/summer salary, student assistant or instructional design support, supplies, and related professional development.

Grant recipients will develop the course in the Spring or Summer 2024 semesters with a goal to implement the course in the Summer or Fall 2024 semesters. Applicants should understand that the developed course materials can be used freely and openly on the CottonWorks™ website and other digital media at Cotton Incorporated's discretion. All imagery or other sources require proper citation/attribution.

Funding Range

Maximum funding for CottonWorks™ for Courses Grants is $10,000.

Selection Criteria

Proposals will be evaluated on their ability to advance overall awareness and knowledge of cotton among emerging professionals and demonstrate innovative ways to utilize the CottonWorks™ website to direct student learning about cotton. Other factors relevant to the evaluation include:
- Rationale of using the CottonWorks™ website as an OER for the course subject
- Integration and utilization of the CottonWorks™ website and resources into the course
- Ability to enhance the curriculum beyond what is already taught or offered
- Innovation and creativity
- Capability of the project leader to execute the project activities
- Potential use and impact of developed materials beyond the course
- Appropriate budget and timeline

Project Timing

Course development and implementation must occur within the 2024 calendar year. Development and implementation cannot occur within the same semester.

Use of Funds

Funds should be used to support the redesign or development of a course to adopt the CottonWorks™ website as the primary course material. Provided below is a list of allowable and non-supported use of funds. Although this list is not exhaustive, it provides a guide for applicants.

Funds may be used for:
- Faculty/Project Release Time/Summer Salary
  - Faculty support and benefits to support course redesign or development
  - Undergraduate or graduate student support (college/university rate), or instructional design support

- Professional Development
    - Pedagogy, course design, assessment, technology or related professional development to support course redesign or development
    - Faculty conference travel directly related to grant (within 2024)
- Supplies, Services, Instructional Technology
    - Supplies or resources needed to improve teaching
    - Marketing or technology services
    - Instructional technology that will support or enhance the course development or implementation

Funds may not be used for:
- Workshops/exhibitions/events
- Student fieldtrips
- Student awards
- Software
- Sponsorship of general events or fashion shows
- Tangible devices or equipment with an individual unit cost over $4,000, and/or with an intended/potential use beyond the grant period
- Overhead or indirect costs

Funds Disbursement

Awarded funds must be spent within the 2024 calendar year and any unspent funds will need to be returned to Cotton Incorporated. Grant payments are awarded in three installments:

1. 50% of the total grant upon execution of the grant agreement, after January 1, 20243
2. 40% after mid-point report is received and approved (by August 1, 2024)
3. 10% after completion of the project and submission and acceptance of the final report

Reporting Requirements and Deliverables

Participation in the CottonWorks™ for Courses Grants requires submission of two progress reports. The mid-point should be completed at the end of the course development phase and no later than August 1, 202. The mid-point report should provide an update on the course development and provide all course material files including the course syllabus, assignment/project descriptions, lecture notes, presentations, or other developed materials, and assessment plans.

The final report should discuss the course implementation, assessment results, future plans for the course, final financial report and all final course material files. The final report is due within 30 days of completion of the project or by January 15, 2025. The final report must be received and approved before the final payment is made.

Proposal Format

Proposals must follow the outline and numbering format detailed below and must use single-spacing, no less than 11-point font, and at least 1-inch margins. Maximum proposal length is 10 pages (not including cover sheet).

   I. Proposal Cover Sheet (1-page max, not included in proposal length requirements)
- A. Project title
- B. College or university
- C. Faculty project leader
- D. Funding requested - Max funding allowed is $10,000
- E. Course development period – Indicate start month and end month of course development phase
- F. Course implementation period – Indicate the semester/quarter that the course will be implemented
- G. Abstract (250-word max) - Brief description of the project, including alignment with program goals and objectives, rationale, and benefit of using the CottonWorks™ website as an OER, development and implementation periods, student impact and outcomes

  II. Project Plan
- A. Course description - Description of current or new course, annual enrollment, majors, learning objectives, major projects, current resource(s) used or available for the course
- B. Rationale – Current issues faced with course and available resources, reasons for changing or developing course, benefit of CottonWorks™ website as a OER for the course
- C. Course development - Detailed description of the work needed to redesign or develop the course
- D. Student impact and outcomes – Assessment plan to determine the impact of the new materials on student satisfaction and learning
- E. Timeline – Include start and end dates of the course development and course implementation phases of the project, as well as major project milestones. Course development and implementation must occur within the 2024 calendar year. Development and implementation cannot occur within the same semester.

 III. Budget
- A. Itemized budget - Provide an itemized budget presented in <u>line-item table format organized by expenditure category</u>. Each expenditure category should have a total row. Expenditure categories are limited to the following: Faculty Release Time/Summer Salary, Student Assistant or Instructional Design Support, Supplies, Professional Development.
- B. Budget narrative - Provide a <u>brief explanation for each expenditure category</u>, including the purpose and how it relates to the project objectives. Budget items should be reasonable and substantiated. Additional explanation/ documentation may be requested.

 IV. Project Contacts
- A. Faculty project leader – Name, title, department, email address and phone number
- B. Supporting faculty – Name, title, department, email address
- C. Contracts and grants or business office contact – Name, title, department, email address, phone number and official mailing address of school/university

V. Supporting Information
  A. Description of department program and relevant curriculum.
  B. Brief summaries of project leader and supporting faculty/staff that include name, title, department/college/university affiliation, key areas of research and/or teaching, and other highlights of professional experience and accomplishments that are most relevant to the grant proposal (150-words max for each summary).
  C. Letter of support from Department Chair for course development or redesign.