



2025 - 2026 FACULTY AND STAFF GRANT PROGRAM APPLICATION

Name of Project/Program: _____ Date: _____

Applicant's Name: _____

GCC Position: _____ Department: _____

E-mail: _____ Phone _____

Please check which category best describes your project:

- Arts & Culture, Athletics & Fitness, Career & Work Training, College Operations & Facilities, Humanities/Social Sciences, Science & Technology, Other

Amount requested: \$ _____

Please attach a one- to two-page typed request that provides a comprehensive summary of your project/program and establishes the need. Please include the following:

- What do you propose to do? Who will be involved in the project/program? What are the benefits of this project/program to the students, college, and the community? How does this project/program support the College's Institutional Strategic Plan? Timeline for the project/program. How do you propose to use the funds requested? Please include specific budget information. Please list any other sources of funding you have applied for and include dollar amounts if already awarded. How will the Foundation's support be recognized? How do you plan to evaluate this project's success? If your project/program is successful, how will it inform your practice moving forward?

Please email this completed and signed form along with your proposal to zjacobs@glendale.edu

Submission Deadline – Thursday, May 29, 2025, by 5:00 PM PST

Signature box with lines for Applicant's signature, Chair or Department Head Signature, and Print name of Chair or Department Head.

Grant Review Committee comments and/or recommendations:

This grant was denied/approved on _____ The amount awarded is \$ _____

What do you propose to do?

This project seeks funding to support travel for 15 students and 4 faculty to participate and perform in the 2027 International Collegiate Theatre Festival (Fringe) in Scotland, United Kingdom. This unique opportunity fosters global collaboration, artistic growth, and cultural exchange, enriching participants' educational experiences through performance, workshops, and engagement with the world's largest arts festival. In addition to the College Theatre Festival, High School participants will have the opportunity for workshops and recruitment from the college faculty in attendance. Process would be documented through film to be utilized for future marketing efforts moving forward.

Who will be involved in the project/program?

The program will involve 15 theatre students selected for their artistic merit, commitment, and academic standing, along with 4 faculty members who will serve as directors, mentors, and logistical coordinators. Faculty will guide the students through the development, rehearsal, and performance process, while also facilitating educational and cultural experiences during the festival.

What are the benefits of this project/program to the students, the college, and the community?

Students would benefit by gaining international performance experience and global awareness, while faculty can engage in global theatre practices with experiences brought back into the classroom practices. These experiences create a next-level experience to the students while raising awareness of Glendale College as a premier institution for arts excellence. Pre and post trip performances can also highlight the school fostering cultural appreciation and pride and an outlet for the community to engage, while attracting prospective students to participate in our program. The documentary will feature a "making of" process to be utilized as a marketing tool for the program and school.

How does this project/program support the College's Institutional Strategic Plan?

Participating and performing with ICTF and the Edinburgh Festival supports the College's Institutional Strategic Plan through community engagement, expanding student's world views and a strong goal to prepare students for success in a diverse world. This experience allows students to be competitive and prepare them for transfer, while expanding their knowledge beyond Los Angeles.

Goal A – Promote and Protect Anti-Racism, Diversity, Equity, Inclusion, and Accessibility Throughout the District

A.1 – De-center colonial narratives within the curriculum and environment

A.2 – Student group needs to ensure that the college climate and infrastructure are inclusive, nurturing, informed, accessible, and affirming

Goal D – Help Students Stay on Pathways

D.2 – Improve student engagement through increased support for student life on campuses (e.g. student clubs and campus events, as well as other collaborative efforts and activities)

D.6 Lower costs associated with being a student (OER)

Goal E - Ensure Student Learning

E.1. Increase dialog about learning outcomes and use assessment results to ensure strong linkage to Institutional Learning Outcomes, and expectations of employers and transfer institutions.

Timeline for the project/program:

2025/2026

September 2025 – Deposit of \$30,000 to ICTF and Recruitment

August 2026 – Familiarization tour with faculty

September 2026 – Casting and educational meetings with participants

November 2026 – Original works rehearsed and performed on GCC campus

December 2026 – Remaining Balance/Payment for tour

2027

January through August 2027 – Student Fundraising, Rehearsals and Public Performances on GCC Campus

August 2027 – Performance Dates in Scotland, UK.

How do you propose to use the funds requested?

To supplement for fees associated with 11 day trip with ICTF to Scotland UK through WorldStrides. It would include airfare, transportation, housing, and cultural excursions while at the ICTF festival.

Please include specific budget information.

Familiarization Tour for three faculty: $\$3200 \times 3 = \text{Total: } \9600

15 students:1 – $\$5,821$ (for every 15 FPP, you earn one free faculty spot) = Total: $\$87315$

Total Budget: $\$96,915$

Please list any other sources of funding you have applied for and include dollar amounts if already awarded.

Currently no other funding sources have been identified for this endeavor. However, students will be expected to supplement their trip expenses. Additional grant funding and donations would also be sought for this trip.

How will the Foundation's support be recognized?

Pre and post show benefits, program and publicity, individualized thank you from students that will be sponsored for the trip. Additional study abroad funding could be utilized as well as financial aid from WorldStrides for individual students who qualify.

How do you plan to evaluate this project's success?

Student narrative and publicity for the college. Transfer for student participants and recruitment efforts during and following the trip.

If your project/program is successful, how will it inform your practice moving forward?

To continue to work on original projects for Fringe Festivals and specific donor acknowledgements and fundraising for the program to make this self-sustaining in the future.



ictf

International Collegiate
Theatre Festival
by WorldStrides®

**Thank you for your interest in the
International Collegiate Theatre Festival
at the
Edinburgh Festival Fringe!**

Event: August 4-16, 2026

FAM Tour: August 1-6, 2025

<https://ictfscotland.org/>

434-284-9246

INCLUSIONS

Travel and Accommodations	Performance
11 nights in Edinburgh	Four performances in a Fringe venue
Round-trip airfare w/ground transfers	One technical rehearsal
Breakfast daily	Year-round tech support
Suite-style dorm accommodations	Rehearsal space
Daily unlimited bus passes	Guaranteed audience
Private coaching to/from performances	Fringe preview performance <i>(when available)</i>
Activities - Cultural & Educational	Support
Guided tour of the city	Dedicated account manager & finance rep
Full-day sightseeing outside of Edinburgh	Full logistics planning
Scottish Ceilidh	On-site staff while on tour
Royal Edinburgh Military Tattoo	24-hour emergency office
Free workshops led by college faculty	Doctors on Call service
Passes to all ICTF and AHSTF productions	Access to a Blue Badge Guide
Coordination of OPTIONAL activities	Marketing Guide and support
Celebratory Closing Ceremony	Fundraising Guide
Perks for Faculty	
Present workshops	
Serve on educational panels	
Present at the College Fair	
FAM tour	
Network with colleagues	

Anyone can perform at the Fringe, but nobody provides an experience like ICTF.

ICTF is an event – not just a tour!

PAYING FOR ICTF

There are so many ways to fund the program. The vast majority of groups utilize a combination of whatever school funds are available, fundraising, and self-pay by students. We help by providing varied payment plans, financial aid for eligible students, and our problem-solving expertise!

Funding, Discounts, Scholarships:

Fundraising Guide – Check out our guide with tried and true ideas and information on best practices.

Gift of Education fundraising page – Each participant will have access to a customizable fundraising page that can be shared via email, social media, etc. Think “GoFundMe” without the fees!

Financial Aid – Students under age 23 may qualify for up to \$600 of financial aid toward their program depending on income.

School funds – All participants will have their own accounts, but any school funds (study abroad, school grants, course lab fees, etc. can be paid in and distributed across students, decreasing their responsibility.

Early enrollment discount – Students enrolling early may receive a discount as well as having longer to pay. Discount amounts and eligibility dates vary. Your ICTF representative can tell you if your participants qualify.

It is critical to have a general plan for students' maximum responsibility. The whole amount? \$3,000? If you can provide more than expected through fundraising, that's great, but students will be prepared for the maximum out-of-pocket amount.

Payment Plans:

We now offer varied payment plans to suit your needs. These are best understood with a conversation, but in brief ...

- An **individual monthly plan** is perfect if students are paying the entire tour fee themselves – a \$99 enrollment fee + automatic monthly deductions allow for spreading payments out over time. The earlier they enroll, the lower their payments.
- The **4-step manual plan** requires a \$99 deposit, a payment of \$2,000 30 days later, 75% of the remaining fee by the April prior to travel, and the remainder that May. We are super flexible on the \$2,000 payment if the school is providing significant funding support.
- Our **APP plan** allows students and even faculty to extend payment for up to 6 months AFTER travel.
- A **school account** is an option if your university is paying for the whole trip or insists on managing all student funds. It can be cumbersome and does require some extra paperwork. Students do NOT have access to the fundraising page and cannot make payments into their accounts.

All of these plans have pros and cons that we are happy to explain in detail. All individual plans include the fundraising page. They allow complete access to the accounts by the group leader, and school funds can be paid in and distributed across participants when available.

RECRUITING & ENROLLMENT

It is up to you to create excitement for this life-changing experience, but we are here to help!

We help you promote your ICTF program with flyers, posters, and an interest meeting presentation to describe the program and answer questions. We can do promo meetings multiple times if needed to catch your early interest students, later ones (as the excitement spreads), and a final presentation to catch new students and stragglers.

When recruiting, it's not just about the actors! Don't forget your tech, stage management, costuming, and makeup students. How about a dedicated photographer and/or videographer to chronicle your experience? A savvy social media person can bring your program to life for family and friends back home as well as your potential audience. Anyone who can support your production and your group is welcome!

We recommend presenting ICTF as something your department is doing and setting out how you will do it! Asking who wants to go doesn't usually generate the same kind of excitement.

Auditioning and only bringing the students who made the cut can impact morale in your department and create hard feelings. There are numerous ways students can contribute without being on stage or behind the sound board. We want as many students as possible to have this experience that will impact them in so many ways.

The enrollment deadline is around the end of September the fall before travel, but enrollment can take place anytime after your program deposit is paid. We do encourage you to hold a promo meeting first so ICTF staff can explain the process and payment plan options.

Early enrollment is highly recommended. It allows your participants more time to spread out payments and more time to fundraise to offset the cost of their tour. Even with a school account, participants can use this extra time to save up. It also gives you a better sense of your numbers and who you are working with!

Discounts for early enrollment are sometimes offered.

Ask your ICTF representative about this possibility!

Enrollment is a simple process, but clear instructions are provided to students. For individual accounts, the enrollment fee is \$99 + the cost of optional travel protection and any deviation fees (different gateway from the group, different departure/return dates). Participants enter into a payment plan at that time.

You can add funds to the account at any time, and we will distribute them to the students however you wish.

HEALTH & SAFETY

Industry Leading Support Every Step of the Way

WorldStrides has built a 55-year-old reputation for industry-leading commitment to health and safety. Expecting the unexpected is where we excel. Our experienced team is leading the way now in innovating and evolving to make sure your travel experience is safe, and full of fun, even in uncertain times. We're committed to providing you peace of mind and ultimate flexibility. **More than 500,000 students and teachers experience educational travel programs with us each year.**

Travel Protection (optional)

We offer two optional plans for your group to choose from - <https://worldstrides.com/travel-protection-plans/>. The "ultimate" plan includes the "cancel for any reason benefit". Program Leaders may allow their participants to select – or waive – travel protection or they may make it a condition of travel. We can't add it, but faculty can require students to select it when enrolling. The "ultimate" plan must be selected and paid for at the time of enrollment.

Note the faculty selecting a "school account" must make a decision on travel protection for their entire group which will need to be paid in a lump sum.

A team approach to safety and security

WorldStrides' in-house Health & Safety Team leverages decades of experience to continually assess the safety of the destinations where we travel and the activities in which our students participate.

- Our **WorldAssist** by WorldStrides Team serves as our emergency response command center, staffed 24/7 by WorldStrides team members who are trained to handle any on program situation - no matter how big or how small.
- **Doctors on Call:** Exclusive partnership with The George Washington University Department of Emergency Medicine that provides access to doctors who are available 24/7 for consultations or treatment recommendations
<https://worldstrides.com/travel-with-confidence/>.

Embedded Insurance

All WorldStrides tours include industry-leading liability coverage (illness, accident, and dental). Additional details provided upon request.

On-site Staff

ICTF, along with our sister program AHSTF, provide on-site staffing and a central office for the duration of the program. Your ICTF Director will be on the ground with you along with many other support staff. We are easily accessible to provide support throughout your stay.

2025 Familiarization Tour (FAM)

The Familiarization (FAM) Tour provides you with a better understanding of ICTF, the Edinburgh Festival Fringe, and the festival format.

After an initial program deposit is paid, ICTF underwrites the cost of the FAM tour for one faculty member from each school. We ask that you attend all scheduled functions as they are designed for your benefit. You will have free time to explore the Fringe, attend additional shows, shop, and enjoy the beautiful city of Edinburgh.

Please note that at least one attending faculty must attend the production tour the following year.

Guests: ICTF offers (on a space-available basis) one guest spot on the FAM for a colleague, partner, or family member. Guests must be 16+ to attend. The guest fee covers all of the same inclusions as the director's tour. Let us know if you are interested in having a guest accompany you on the FAM. In some circumstances, we may allow more than one colleague to attend as guests.

The FAM is typically housed in alongside the current ICTF performing contingent. Note that these rooms are all singles with no "upgrade" for sharing a room.

You will be provided with additional information when the registration portal becomes available.

Deposit Options & Guest Fees

With a \$3,000 deposit, air and ground transfers are included in the FAM. The guest fee is \$2,550.

If you opt for the lower \$1,500 deposit, you will need to arrange your own air and make your own way to the accommodation. The guest fee is \$1,250.



Planned Inclusions August 2nd – 6th, 2025 (Departing the US on the 1st)

- Accommodations
- Breakfast plus some other meals
- Coached tour of Edinburgh
- Full Day sightseeing
- Royal Edinburgh Military Tattoo
- ICTF productions
- Briefing/venue tour with tech team
- Q&A with ICTF team
- Network with ICTF directors
- Present at the College Fair
- Daily Edinburgh bus passes
- Free time to explore!
- Farewell dinner celebration

Extending your stay ...

The FAM tour is short and packed full of activities. Many of our faculty choose to extend their stay to enjoy more of the Fringe, explore Scotland, or even make a foray into another country. That's great! We can coordinate your flight to arrive early or return at a later date – even from another airport. We can't handle accommodations for extra days, but we've got your air covered.

Next Steps

Check out your Price Quote

<https://www.educationaltravel.com/register>

User name: Your school email addy

Password: ICTF (you will be prompted to change it)

Finalize Tour Details

Finalize your “free place ratio” which dictates your pricing

Decide on travel protection – mandatory or optional?

Individual accounts or a school account?

Reserve the Tour

Visit your Tour Center and click on “reserve this tour”.

This doesn't commit you to anything but simply indicates the tour is set up the way you want it.

Program Deposit

Pay your \$3,000 program deposit. Invoice provided upon request.

Interest Meeting/Enrollment

Hold your interest meeting and start enrolling!

*We're excited to start you on your
ICTF adventure!*

<https://ictfscotland.org/>

434-284-9246