

## **EASTERN SHORE COMMUNITY COLLEGE FOUNDATION Faculty/Staff Mini-Grant Guidelines**

The objective of this project is to provide support to faculty and staff as they engage in strategies to promote their own professional development, and/or student success.

The Foundation has allocated \$10,000 to fund the program for one year, with the intent of funding several smaller grants throughout the year (i.e., 10 grants of \$1,000, 15 grants of \$650, etc...), not one or two larger grants. Total budget request should not exceed \$2,500 per academic year to fund competitive proposals. Timelines will be established to mirror the Foundation's budget development process.

### **IMPORTANT INFORMATION CONCERNING MINI-GRANT PROPOSALS**

1. Any full-time faculty or staff member may apply for funding. The Director of Development will send notifications to the campus regarding upcoming submission deadlines.
2. These funds are intended to support concepts and purchases that normal state operating funds will not or cannot cover.
3. Proposals for projects requiring annual funding will **not** be considered.
4. Granted funds should be spent during the current calendar year..
5. A final report with a project narrative, financial report, and evaluation must be submitted no later than 30 days following the project's conclusion to the Foundation Board of Directors. Eligibility for future funding is contingent upon the completion and submission of all final reports.
6. All promotional materials connected with the project must clearly state: "This (event, program, project) was funded through a grant from the Eastern Shore Community College Foundation."
7. Although a group may submit a proposal, **one** individual must be designated as the Foundation contact and to take responsibility for administering the grant.

### **EACH GRANT PROPOSAL MUST INCLUDE THE FOLLOWING:**

1. **Cover Sheet:** The *summary* required on the cover sheet should be a concise description of the project, program or event (two or three lines maximum).
2. **Proposal:** A full proposal must be submitted, detailing the specifics of the program or project. The proposal should be no more than three pages, including the budget.

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The proposal should describe at a minimum:

- ✓ The need to be met or the problem to be solved
  - ✓ How the program or project will support the college's goals/initiatives
  - ✓ Who will benefit from the program or project (students, faculty, staff, the entire college community?)
  - ✓ Expected outcomes
  - ✓ The methods or activities you will use to achieve your outcomes
  - ✓ The methods you will use to evaluate the project to show that you have met the expected outcomes.
3. **Budget:** Include a line item budget for the program or project, including anticipated expenditures and any possible income. Please use actual costs rather than estimates where possible. If state funds, vending funds, or other funds will be spent in addition to granted funds, indicate these amounts on the budget. If you are proposing a pilot program or project, the budget page should include information about how you will fund it in the future if the pilot is successful. (The Foundation **cannot** provide multi-year funding for on-going projects or initiatives.) The budget can be included in the 3 pages of narrative or it can be in addition to the proposal. **No proposal will be considered if there is no budget included.**

**RESTRICTIONS CONCERNING EXPENDITURES**

1. Grant funds should be used to pay for travel, lodging or meals only for program presenters.
2. Payment to a speaker or presenter for a single presentation in a program should not exceed \$250. A speaker or presenter may also be reimbursed for travel and lodging in accordance with state guidelines.
3. In order for presenters to be paid, the Foundation is required by the IRS to have on file the presenter's name, permanent address and social security number. The Foundation must have the information and a *two week notice* prior to the date the check will be required.
4. Expenses incurred prior to the grant award are not reimbursable from Foundation funds.
5. Under **no** circumstances will the Foundation provide funding in excess of the amount approved for the grant. Please make sure your budget is accurate. You must be especially careful with budgets that include travel.