Mini-Grant Guidelines – for Faculty/Staff

The objective of Mini-Grants 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 allocates $2,500 annually to fund the program. The intent is to fund several smaller grants throughout the year. The total budget request from any one faculty or staff member should not exceed $750 per academic year.

Funding will be provided on the basis of the rationale presented in the proposal.

1.   **Any** faculty or staff member may apply for funding. To ensure that the project aligns with institutional priorities, proposals from adjunct faculty and part-time staff require approval by department chair and vice president. Proposals from full-time faculty require vice president approval.

2.   The Executive Director of the Foundation will send notifications to all faculty and staff regarding the upcoming submission deadlines.

3.   Funds are intended to support concepts and purchases that normal state operating funds will not or cannot cover.

The proposal should describe:

   ✓ 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 to achieve your outcomes
   ✓ The methods to evaluate the project to show that you have met the expected outcomes.

4.   **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 three pages of narrative or it can be in addition to the proposal

5.   A **final report** with a project narrative or a presentation to the ESCC Foundation Board should be submitted no later than 30 days following the project's conclusion. Eligibility for future funding is contingent upon the completion and submission of all final reports.

Applications should be submitted to Patty Kellam: pkellam@es.vccs.edu and a committee from the Foundation Board will review them six times a year.