Southwestern College Foundation
Request for Funding Application

The Southwestern College Foundation (SWCF) exists solely for the benefit of Southwestern College and awards approximately $100,000 per year for campus activities/organizations, community event sponsorships and student scholarships. The availability of funds is formally announced at the beginning of the fall and spring semesters and Requests for Funding are reviewed once a semester, excluding summer. Important dates for submission of Requests for Funding and their award status for academic year 2015-16 are as follows:

Event/Project Dates	*Submission Dates*	*Award Notification Dates*	*Submit to:*
October – March	September 9, 2015	September 25, 2015	Dawn Perez
April – September	February 9, 2016	February 26, 2016	Office of Inst. Eff., Room 103A

Campus activities/organizations

Priority consideration is given to those requests that reflect:

- Extracurricular activities that enhance student learning
- Request funding within the range of $250-$2,000
- Line item budgets that document matching funds and partnerships
- Campus units whose faculty and staff support the SWCF by partnering with their time, talent, or treasury
- SWCF acknowledgement of funding on electronic and printed materials related to project

Community Events

Priority consideration is given to those organizations that:

- Operate within the Southwestern Community College District
- Directly support our students
- Support the SWCF by partnering with their time, talent or treasury.

Student scholarships

These are restricted funds with defined purposes and eligibility criteria. Student scholarships represent the majority of funding that is allocated annually by the SWCF. Application forms and procedures for applying for these funds can be found on the College's website (www.swccd.edu/ScholarshipApplication/). It is important to note that the SWCF does not entertain unsolicited requests for scholarship funds.

CHECKLIST FOR COMPLETED REQUEST FOR FUNDS APPLICATION

Request for Funds applications are considered complete when they contain the following items:

- Cover Page (see attached)
- Project Description that *(attach as necessary)*:
  - Identifies project's goals and objectives
  - Demonstrates support for student learning
  - Identifies number of students, faculty and/or staff that will be served
  - Demonstrates alignment with Southwestern College's Strategic Plan
- Budget and Budget Narrative that provides *(attach as necessary)*:
  - line item budget per category of identified funding needs (i.e. supplies, marketing, printing, travel, advertisements, etc.)
  - description of matching funds and provision of documentation from source of matching funds

Request for Funds applications that are incomplete (i.e. missing any of the required components listed above) will be returned to the applicant and can be re-submitted upon completion, in alignment with the submission dates stated above.

SOUTHWESTERN COLLEGE FOUNDATION
REQUEST FOR FUNDS APPLICATION

COVER PAGE

Campus Activity/Organization

Name of School/Unit/Department: _____

Name of Project Requesting Funding: _____

Amount of Funding Request: _____ Date(s) of Project _____

If approved, please provide check payable information:

_____

1. Has this project previously received funding from the Southwestern College? Yes No
   If yes, please indicate name of project, date(s) and amount of funding received:
   Also, did you submit the required "Post Project Evaluation" form? Yes No

_____

2. Do you currently support the Southwestern College Foundation? Yes No
   ("support" is defined as contributions of time, talent or treasury)
   Please describe the type of support that you provide to the Southwestern College Foundation:

_____

PLEASE NOTE:

Post Project Evaluations **must** be completed and submitted to SWCF within 30 days after project is concluded. **Future funding requests will NOT be considered if the Post Project Evaluation form is not submitted in compliance with this requirement (see next page).**

REQUIRED COLLEGE SIGNATURES

Name of Applicant (please print)_____

Telephone: _____ Email: _____

Signature of Dean, Director or Vice President indicates that the proposed activity is approved and in alignment with the strategic priorities of Southwestern College.

_____ _____

Dean, Director or Vice President *(signature required)* Date

SWC FOUNDATION APPLICATION REVIEW PROCESS AND DETERMINATION *(for SWCF use only)*

Approved: Yes No Amount: _____

Review Date: _____ Notification Date: _____

SWCF Authority: _____ Title: _____ Date: _____

Notes: _____

SOUTHWESTERN COLLEGE FOUNDATION

POST PROJECT EVALUATION

Date: _____ Name of person completing form: _____

Project Title: _____

Project Director Name: _____ Title: _____

College Division/School: _____

Project Total Budget: $_____ Amount of funds received from SWC Foundation: $_____

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1. Please list your project's objectives/goals and describe how they were achieved.

2. How many SWC students/staff/faculty participated in or benefited from this project?

3. How much was spent per student/staff/faculty for this project? (identify the cost per participant)

4. What impact did this project have on SWC or the community?

5. Please explain how your project supports SWC's strategic plan (i.e. identify what priority areas were addressed and describe how your project's activities related to each.

6. How did you publicize the project? Please provide examples (actual samples preferred) of your project's collateral materials (i.e. program, emails, posters, advertisements).

7. Please provide evidence of how your project acknowledged SWC Foundation's expenditures/support for this project.

RETURN TO: Dawn Perez, Office of Institutional Effectiveness, Room 103A