

## Southwestern College Foundation 2016-2017 Mini-Grant 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 Mini-Grant Applications are reviewed once a semester, excluding summer. For Fall 2016, SWCF will be awarding \$30,000 through the Mini-Grant Program. Important dates for submission of Mini-Grant Applications and their award status for the 2016-17 academic year are as follows:

<i><b>Event/Project Dates</b></i>	<i><b>Submission Dates</b></i>	<i><b>Award Notification Dates</b></i>	<i><b>Submit to:</b></i>
October – March	<b>September 9, 2016</b>	September 28, 2016	Zaneta Encarnacion
April – September	February 10, 2017	March 1, 2017	SWC Foundation, Room 100D

### 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 which:

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

### Student Scholarships

Mini-Grants are funded by the foundation's general fund as a result of annual fundraising efforts and individual donations, unrelated to scholarship funding. Application and procedures for applying for scholarship funds can be found on the College's website [www.swccd.edu/ScholarshipApplication/](http://www.swccd.edu/ScholarshipApplication/). It is important to note that the SWCF does not entertain unsolicited requests for scholarship funds.

### CHECKLIST FOR COMPLETED MINI-GRANT APPLICATION

**Mini-Grant applications are considered complete when they contain the following items:**

- Cover Page (see attached)
- Project Description Including *(attach as necessary)*:
  - Project goals and objectives
  - Demonstrated support for student learning
  - Number of students, faculty and/or staff that will be served
  - Alignment with Southwestern College's Strategic Plan
- Budget and Budget Narrative Providing *(attach as necessary)*:
  - Line item budget per category of identified funding needs (supplies, marketing, printing, travel, advertisements, etc.)
  - Description of matching funds and provision of documentation from source of matching funds
  - Please scale your budget request in the event that only partial funding is available by including the minimum amount of funding needed to be impactful to the program/project.

Mini-Grant 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  
MINI-GRANT APPLICATION**

**COVER PAGE**

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)		
If yes, 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 Mini-Grant Post Project Evaluation

**Please complete and return to the Southwestern College Foundation upon completion of your funded activity. Attach copies of documents supporting budget expenditures (receipts, etc.).**

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. How has your project acknowledged SWC Foundation's expenditures/support for this project?