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**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:

***Event/Project Dates Submission Dates*** ***Award Notification Dates Submit to:***

October – March September 9, 2016 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: Click here to enter text.

Name of Project Requesting Funding: Click here to enter text.

Amount of Funding Request: Click here to enter text. Date(s) of Project Click here to enter text.

If approved, please provide check payable information:

Click here to enter text.

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: Click here to enter text.

Did you submit the required “Post Project Evaluation” form? [ ] Yes [ ] No

1. 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: Click here to enter text.

***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) Click here to enter text.

Telephone: Click here to enter text. Email: Click here to enter text.

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Click here to enter text.

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: Click here to enter text. Name of person completing form: Click here to enter text.

Project Title: Click here to enter text.

Project Director Name: Click here to enter text. Title: Click here to enter text.

College Division/School: Click here to enter text.

Project Total Budget: Click here to enter text. Amount of funds received from SWC Foundation: Click here to enter text.

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

Click here to enter text.

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

 Click here to enter text.

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

 Click here to enter text.

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

 Click here to enter text.

1. 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).

 Click here to enter text.

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

 Click here to enter text.

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

Click here to enter text.