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**Southwestern College Foundation**

**Spring 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.

Mini-Grants are funded by the foundation’s general fund as a result of annual fundraising efforts and individual donations, unrelated to scholarship funding. **For Spring 2017, SWCF will be awarding $30,000 through the Mini-Grant Program.**

***Event/Project Dates Application Opens Submission Dates*** ***Award Notification Dates***

**April – September January 23, 2017 February 10, 2017 March 1, 2017**

**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.

***\* Mini-grant applications for equipment will be considered only if the application demonstrates that funding was first requested through college department.***

**CHECKLIST FOR COMPLETED MINI-GRANT APPLICATION**

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

* Cover Page (page 2)
* Completed Mini-Grant Application *(page 3-4)*:
	+ 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
		- 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 APPLICATIONREVIEW PROCESS AND DETERMINATION***(for SWCF use only)*

Approved: Yes No Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notification Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SWCF Authority: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SPRING 2017 SOUTHWESTERN COLLEGE FOUNDATION**

**MINI-GRANT APPLICATION**

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 requested from SWC Foundation: Click here to enter text.

Funding Application Budget Line Item 1: Click here to enter text. Amount: Click here to enter text.

Funding Application Budget Line Item 2: Click here to enter text. Amount: Click here to enter text.

Funding Application Budget Line Item 3: Click here to enter text. Amount: Click here to enter text.

Funding Application Budget Line Item 4: Click here to enter text. Amount: Click here to enter text.

Funding Application Budget Line Item 5: Click here to enter text. Amount: Click here to enter text.

Funding Application Budget Line Item 6: Click here to enter text. Amount: Click here to enter text.

Are there any matching funds that will be applied if application is approved? Click here to enter text.

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

Click here to enter text.

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

 Click here to enter text.

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

 Click here to enter text.

1. What impact will 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 will be addressed and describe how your project’s activities relate to each).

 Click here to enter text.

1. How will you publicize the project?

 Click here to enter text.

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

Click here to enter text.

Additional information to support funding request can be submitted as attachments to the application. Examples may include, but are not limited to:

* Copies of previous promotional flyers/materials for activities
* Letters of agreement with project partners and/or letters of intent to provide partial funding from other funding entities