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**SOUTHWESTERN COLLEGE FOUNDATION**

**SPRING 2018 Mini Grant Application**

**INSTRUCTIONS**

The Southwestern College Foundation (SWCF) exists solely for the benefit of Southwestern College and awards approximately $60,000 per year for campus activities/organizations through the Foundation’s Mini Grant Program.

***Application Opens Deadline*** ***Award Notification Eligible Project Dates***

January 29, 2018 **February 26, 2018** March 16, 2018 April 1 – September 30, 2018

 **Completed and Signed applications should be emailed to** **zencarnacion@swccd.edu** **by February 26, 2018**
Zaneta Salde Encarnacion - Office of Development and Foundation - Room 101A – 619-216-6613

**Eligibility**

Applicants must be a college department, program, student or staff organization.

**Funding categories will include:**

* Conference Attendance
* Speakers
	+ Foundation will fund either speaker fees or speaker expenses, but not both.
	+ Speakers receiving any funding support from a foundation mini grant will not be allowed to sell any product or service during their work on the funded project.
* Equipment, not otherwise funded by general fund, Perkins or other funding stream.
* College Tours
* Event Sponsorships
* Promotional Items and Food/Refreshments
* Other projects that demonstrate an enhance educational experience for students

**Request funding of no less than $250 and no more than $2,000 is advised**

* Include line item budgets that document any matching funds and/or partnerships
* Applicants must demonstrate an effort to access additional funding through other campus funding streams, fundraising or other external funders.

***Note: Mini Grant applications for equipment will be considered only if the application provides documentation that funding was first requested through a college department.***

**CHECKLIST FOR COMPLETED MINI GRANT APPLICATION**

**Mini Grant applications 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 benefit
	+ 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 are considered incomplete when they are missing any of the required components listed above. Applications will be returned to the applicant and can be resubmitted upon completion, in alignment with the submission dates stated above.**

**SOUTHWESTERN COLLEGE FOUNDATION**

**2018 SPRING 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 tell us who we should make the check payable to:

Click here to enter text.

1. Has this project previously received funding from Southwestern College? ☐Yes ☐No

If yes, please indicate name of project, date(s) and amount of funding received:

Click here to enter text.

If yes, did you submit the required “Post Project Evaluation” ☐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.

***IMPORTANT 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**

Project Director Name: Click here to enter text.

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

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

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

Dean, Vice President or Club Advisor *(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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FALL 2017 SOUTHWESTERN COLLEGE FOUNDATION**

**SOUTHWESTERN COLLEGE FOUNDATION**

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**2018 SPRING MINI GRANT APPLICATION**

**PROJECT OVERVIEW**

**Submission Date**:Click here to enter text.

**Project Title:** Click here to enter text.

**Project Dates:** Click here to enter text.

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

**College Division/School/Student or Staff Organization Applying for Funding**: Click here to enter text.

**Project Total Budget:** Click here to enter text.

**Amount Being Requested (min $250 – max $2,000):** Click here to enter text.

**PROJECT BUDGET**

Budget Line Item Description: Click here to enter text. Amount Requested: Click here to enter text.

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* **Are there any matching funds that will be applied if application is approved and/or will participants in the program be required to fundraise or pay a portion of the costs?** Click here to enter text.
* **Have you requested funding for this project from other programs or funding streams? If yes, please list them.** Click here to enter text.
* **How has your department, program or club attempted to raise funding for this project, other than through the mini grant application?** Click here to enter text.

**PROJECT DETAILS**

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 benefit from this project?**

 Click here to enter text.

1. **What specific 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. **If the Foundation is not able to award full funding, what can you accomplish with less? Please provide examples of scalability.**

 Click here to enter text.

1. **How will you publicize the project?**

 Click here to enter text.

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

Click here to enter text.

**FOR CONSIDERATION**

**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