Community Colleges of Spokane
Foundation

ANNUAL MINI GRANTS APPLICATION GUIDELINES

REQUIREMENTS

1. Each year, the CCS Foundation funds support new and innovative projects that aren't able to be financially supported by the colleges, but demonstrate support of the student learning process, and result in a positive impact on the college community.
2. **Projects that directly impact high numbers of students will receive priority.**
3. No project will receive funding for more than three consecutive years.
4. Grants typically range from $250 to $2,500, although the Mini Grant Committee may choose a higher or lower amount allocation at any time.
5. Grants are available for start-up costs, outreach materials, capital purchases, travel or associated costs etc.
6. Grant money is not available for student scholarships as there are already foundation scholarship programs in place. Typically technology purchases and personal professional development are not funded.
7. CCS travel policies and procedures must be used for travel awards. The Foundation will reimburse the college for approved travel expenditures.
8. No grant monies are available for staff and faculty salaries, except stipends or replacement costs for a one-time project or short-term funding. *If requesting a stipend, please contact the Budget and Finance office to determine the amount needed to be included in the proposed budget to pay for benefits for your individual employee classification.* The Foundation will not be responsible for any expenses that exceed the amount approved.
9. Grant monies will be available in early January and must be used by June 30 of the same year. No grant dollars will be carried forward and all unused funds will be reclaimed by the Foundation at the end of the grant period.
10. *Mini grant recipients must present a written report upon completion of the grant period.* Failure to do this may result in refusal of future allocations.

APPLICATION PROCEDURES

1. **Submit a single PDF application packet to Foundation@ccs.spokane.edu by 5 PM, Thursday, November 15, 2018**.
2. All applications must clearly demonstrate how the project or program fulfills the Foundation's granting priorities. The program description and how it relates to the foundation's priorities is weighted heavily in the decision-making process.
3. All applications must have a complete and clear budget. **Applications that do not include a budget will not be considered.**
4. All applications must clearly state how future funding will be sought or secured, if necessary.
5. Applications must come from faculty or staff members currently employed at Community Colleges of Spokane or currently enrolled students AND must be authorized by the appropriate Dean for employees or faculty member for students AND the Vice President of Learning/Instruction for employees or the Vice President of Student Services for students.

Questions? Please contact the Foundation at 434-5123.