



COMMUNITY COLLEGES OF SPOKANE FOUNDATION MINI-GRANTS

MINI-GRANT FAQ

What is the purpose of a mini-grant?

Mini-Grants fund projects that demonstrate support of the student learning process, resulting in a positive impact on the college community, and cannot be financially supported by the colleges. **Projects that directly impact the most number of students will receive priority.**

How much is a mini-grant award?

Mini-Grants are generally between \$250 and \$2,500 (although the Mini-Grants Committee may elect to award a higher or lower amount at any time).

When is the mini-grant award cycle?

A call for Mini-Grants will be sent out at the beginning of the school year. Mini-Grants are generally due by mid-October/early November, which the selection process taking place in December/January. Funds are available immediately upon award selection and must be used by June 30 of the fiscal year in which they are given.

This means grant monies are to be used within about a six month period. No grant dollars will be carried forward and all unused funds will be reclaimed by the foundation at the end of that fiscal year.

Are mini-grants awarded for faculty salaries?

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 is not responsible for any expenses that exceed the amount approved.

Can mini-grants be funded more than once?

Yes, but no project will receive funding for more than three consecutive years.

Generally speaking, what is a mini-grant used for?

Grants are available for start-up costs, outreach materials, capital purchases, travel or associated costs etc. 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.

Can mini-grants fund travel?

CCS travel policies and procedures must be used for travel awards. The foundation will reimburse the college for approved travel expenditures.

What is required of a mini-grant recipient?

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.



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APPLICATION PROCEDURES

1. **Submit a single PDF application packet to foundation@ccs.spokane.edu by the Mini-Grant deadline. Please visit ccsfoundation.org for the current Mini-Grant deadline.**
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 Vice President of Learning/Instruction (or designee) for employees, or the Vice President of Student Services (or designee) for students.



Community Colleges of Spokane
Foundation

Building Bright Tomorrows for Our Students and Our Community