Taft College Innovation Grants

Grant-Making Guidelines

In an effort to foster growth and success in both its students and in the communities it serves, the Taft College Foundation is awarding grants for the 2016-17 academic year. Grants will be awarded to those staff members who propose ideas which potentially enhance the student learning experience and/or increase community awareness of the TC mission. Awards of $500.00 to $1,500.00 are available for a total funding allocation of $8,000.00. Because your time is valuable, the following guidelines have been established to facilitate navigation of the application process.

General Guidelines

1. No other funding is available.
2. The Foundation is the last resort – never the first.
3. Grants are considered "seed money" and are made for **one year** and **one time** only. Only on rare occasions will multi-year funding be approved.

Eligible Projects

1. Ideas that have <u>direct</u> academic benefit to the students.
2. Innovations that significantly <u>enrich</u> the student experience.
3. Programs that target <u>"at risk"</u> students.
4. Projects that increase community understanding, support, and appreciation for the mission and accomplishments of the College.
5. Activities that potentially generate income for the College.

Ineligible Projects

1. Projects for which other district or college funding is available.
2. Non-programmatic items such as catering, food, snacks, beverages or banquet meals. Special consideration for meals for out of town activities may be considered.
3. Any project that is part of your regular duties.
4. Any idea that was denied during the last three grant cycles.
5. Faculty stipends.
6. Personal loans.
7. Ideas from staff members who have received grants in prior years but who have not completed the necessary "white paper" outlining the results of their grant award.

Examples of Previous Awards

1. Art Department – Large-screen projector and stand. Prizes for Taft College art exhibits and high school invitational exhibits.
2. Student Services – Prizes/awards given at Celebrate Student Success event.
3. Life Science – Human anatomy model.
4. Counseling/Transfer – Bus to UCLA to expose students to UC campus life.

Application Procedure

1. Applicants must use the Foundation grant application.
2. Illegible applications or applications **missing information** will **NOT** be considered. (Typewritten applications preferred – use the writeable PDF)
3. Applications must be endorsed by the appropriate Vice-President and Department Chair. Please note that there are two signature lines. Both must be signed, even if the Chair and the VP are the same person. Please make certain that those endorsing your project have read through your application and thoroughly understand and endorse your request.
4. Include a complete budget with your request. If the grant will not pay for the entire project, what is the source of the remaining funds?
5. Applications are due and awards are made on (or the last business day before):

    Due Date: **Award Date:**

    April 22, 2016   **May 13, 2016**

Post-Award Expectations

1. Create a results and/or lessons learned paper after completion of the project. (Form for the paper will be provided.)
2. Credit the Foundation in all related advertising and collateral material with wording to the effect of: "The (program or project name) is underwritten by a generous grant from the Taft College Foundation."

GRANT APPLICATION

NOTE: The Foundation Board of Directors members who will evaluate your application are non-academic community supports. When using terms of art such as educational lingo (e.g., "categorical dollars" or abbreviations unique to higher education (e.g., "VTEA"), be sure to define and explain.

Date _____

Applicant _____

Organization (if applicable) _____

Department or Major _____

Phone Number (s) _____

Have you applied for Foundation funding in the last 12 months?* Yes _____ No _____

      If so, when? _____ Was it Granted? Yes _____ No _____

      If so, what amount did you receive? _____

*Note: An affirmative answer will not necessarily preclude funding at this time.

SIGNATURES

"I have read and thoroughly understand the request and strongly recommend it to the Foundation."

Department Chair: _____ Vice President: _____

Return Grant Application to the Taft College Foundation
by campus mail or hand deliver to the Foundation office

Please call 763-7936 if you have any questions.

Project Name _____

1. **Description of Project**:
    (How will TCF Grant funds be used?)

    _____
    _____
    _____
    _____
    _____

2. **Statement of Need**:
    (Why are TCF funds needed? List all other potential sources of funding? [e.g., Dept. budget, co-curricular funds, etc.] Explain in detail how you have determined that they are not available for this project or program.

    _____
    _____
    _____
    _____
    _____

3. **Amount of Grant Requested**: $_____
    (Attach a major elements budget for funds requested. If the funds requested from the TCF are part of a larger project budget, indicate how the funds requested fit into the entire budget.)

    _____
    _____
    _____

4. **Impact on the Taft College Campus**:
    (How will a TCF grant start, improve, or assist a program to have a positive impact on the Taft College campus community? How many members of the campus community will be affected directly and indirectly?)

    _____
    _____
    _____
    _____
    _____

5. **Impact on Taft Surrounding Communities**:
    (How will a TCF grant start, improve, or assist a program to have a positive impact on the Taft surrounding communities? How many members of the surrounding communities will be affected directly and indirectly?)

    _____
    _____
    _____
    _____
    _____