TAFT COLLEGE
FOUNDATION

GRANT COVER LETTER – Faculty Innovation Grants

Taft College Faculty and Staff are eligible to apply for grants for the 2018-2019 academic school year for projects from their departments. Please thoroughly complete the application and check off the required items prior to submission. Applications may be emailed to mmaui@taftcollege.edu or dropped off at the Foundation office by **April 27, 2018.**

Grant Requirements Checklist:

☐ Completed Cover Letter w/Signatures
☐ Completed Project Application
☐ Project Budget Attached

Date _____

Applicant _____

Organization (if applicable) _____

Department or Major _____

Phone Number _____ Email _____

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 (*must be signed*)

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

Department Chair: _____ Vice President: _____

Please call 763-7936 if you have any questions.

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

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 other funding is not available.

   _____
   _____
   _____
   _____
   _____

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 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?)

   _____
   _____
   _____
   _____
   _____